



Schedule



**leidos**

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE  
LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSAAAdvantage!®, a menu-driven database system. The INTERNET address GSAAAdvantage!® is: <https://www.gsaadvantage.gov/>.

**The Office Imaging and Document  
Solutions Price Schedule (Schedule 36)**

Federal Supply Group: 36

**Contract Number:** GS-25F-0017L

**Contract Period:** 3/23/2016 – 3/22/2021

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

**SINS:**

51 501:	Needs Assessment and Analysis Services
51 504:	Physical Records Management Solutions
51 506:	Document Conversion Services
51 507:	Destruction Services
51 508:	Litigation Support Services
51 600:	Electronic Records Management Solutions



**LEIDOS ASPEN SYSTEMS CORPORATION**

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**Gaithersburg, MD 20878**

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POINTS OF CONTACT

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Pricelist update through Mod# PS-A665, Date: 09/18/2018

**Business Size:** Large Business

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## Ordering Instructions/Terms and Conditions

### 1a. Authorized Special Item Numbers (SINs)

51-501 Needs Assessment and Analysis Services  
51-503 Education and Training Support Services  
51-504 Records Management Services  
51-506 Document Conversion Services  
51-508 Litigation Support Services  
51-600 Electronic Records Management Solutions

### 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract.

See attached authorized price lists.

### 2. Maximum order

Leidos Aspen Systems Corporation understands that the maximum total dollar value of any order placed by the government under this contract shall be \$50,000,000.

Notwithstanding the paragraph above, the contract shall honor any order exceeding the maximum orders, unless that order is returned to the ordering office within 5 business days after receipt and the contractor shall state the reason of intent not to honor the order.

### 3. Minimum order

\$1,000

### 4. Geographic coverage (Delivery Area)

Contractor will provide domestic delivery only.

### 5. Point(s) of production

Gaithersburg, Maryland and various other locations.

### 6. Discount from list prices or statement of net price

Government prices are net (any discounts have already been taken from the published price list). Additional discounts may be offered at the task order level based on quantity, location, and/or scope of work.

**7. Quantity discounts**

None offered.

**8. Prompt payment terms**

None. Payment terms are Net 30.

**9a. Annotate if Government commercial credit card is accepted**

☒ YES ☐ NO

**9b. Discount for payment by Government commercial credit card**

None

**10. Foreign items (list items by country of origin)**

None

**11a. Time of delivery**

Leidos Aspen Systems Corporation will adhere to the delivery schedule as specified in each order.

**11b. Expedited Delivery**

Contact Contractor

**11c. Overnight and 2-day delivery**

Contact Contractor

**11d. Urgent Requirements**

No

**12. F.O.B. Point(s)**

Destination

**13. Ordering address(es):**

Leidos Aspen Systems Corporation  
700 North Frederick Avenue  
Gaithersburg, MD 20878  
Email: [GSAPMO@leidos.com](mailto:GSAPMO@leidos.com)  
Phone: 202-386-1703  
Fax: 703-435-3248



**Payment address(es) – Paper Checks – Regular Mail**

29040 Network Place  
Chicago, IL 60673-1290

**Via wire transfer**

CitiBank, N.A.  
ABA/Routing Number: 021000089  
Account Number: 30624922

**14. Warranty provision**

None provided.

**15. Export packing charges, if applicable**

N/A

**16. Terms and conditions of Government purchase card acceptance (if applicable)**

N/A

**17. Terms and conditions of rental, maintenance, and repair (if applicable)**

N/A

**18. Terms and conditions of installation**

N/A

**19. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**

N/A

**20. List of service and distribution points**

N/A

**21. List of participating dealers**

N/A

**22. Preventive maintenance (if applicable)**

N/A

**23. Year 2000 (Y2K) Compliant**

Yes

**24. Environmental attributes, e.g., recycled content, energy efficiency, and or reduced pollutants**

N/A

**25. Data Universal Number System (DUNS) Number**

04-430-6348; Large Business

**26. Notification regarding registration in Central Contractor Registration (CCR/SAM) database**

Leidos Aspen Systems Corporation is registered in the System for Award Management (SAM) System.

## Descriptions and Assumptions of Unit Rate Services

### Scan to Digital Image

- **Task Description:** Producing deliverable digital image files which may be viewed on an image by image basis on a computer monitor, using appropriate image viewing software.
- **Assumptions:**
  - Pricing based on good quality original, single-sided, source pages of 8.5 x 11" and suitable for processing through an automated document feeder during scanning.
  - Documents will be scanned at 300 DPI for all documents except at 200 DPI for engineering drawings.
  - Oversized documents will be priced on the whole or partial number of 8.5 x 11" segments.
  - Document preparation for scanning will include such basic minimal preparation as standard unbinding and un-stapling.
  - Documents require no special handling such as special preparation (e.g. no cutting or page separation), repair or mounting.
  - A continuous flow of materials will be provided for processing without any breaks, and that a reasonable time frame for turnaround will be used.
  - Additional scanning services such as resolutions greater than 300 DPI, grayscale scanning, photographs, damaged or special paper, pages larger than 11 x 17 inches, will be priced on a customized basis using the labor category rates provided.
  - Documents will be scanned to black/white images under the *Scan to Digital Image* price. If color images are required, then the *Scan to Digital Image – Color Surcharge* price will also be charged.

### OCR

- **Task Description:** Processing digital document images to produce computer-readable ASCII data via an optical character scanning processes.
- **Assumptions:**
  - All OCR processing will be "machine-only" quality, not edited, at a minimum accuracy rate of 95%.
  - OCR will be performed from scanned documents or existing digital images of a minimum resolution of 300 DPI.

## Blowback

- **Task Description:** Producing hard copies from digital image media.
- **Assumptions:**
  - When images need to be produced from an entire piece of media (e.g., CD/DVD), pricing will occur according to the *Blowback from Digital Image – Whole Media* price, but when selective image files are needed from a piece of media, the *Blowback from Digital Image – Selected Images* price will be used.
  - Images will be produced as black/white images on 8.5" x 11" paper.
  - Oversized documents will be priced on the whole or partial number of 8.5 x 11" segments.
  - If images are needed in color rather than black/white, then the applicable *Blowback from Digital Image – Color Surcharge – Whole Media* price will also be charged for images produced from an entire piece of media, and when selective image files are needed from a piece of media *Blowback from Digital Image – Color Surcharge – Selected Images* will be used.

## Photocopy

- **Task Description:** Generating high-volume photocopying of documents.
- **Assumptions:**
  - Prices are based on processing 8.5" x 11" single-sided source material which is in good condition and lends itself to being machine-feedable.
  - It is assumed that minimal preparation and reconstruction of the collection will be required, e.g., minimal staples and other binding implements to require removal.
  - It is further assumed that a continuous flow of pages will be provided for processing without any breaks, and that a reasonable time frame for turnaround will be used.
  - If photocopies are needed in color rather than black/white, then the *Photocopy – Color Surcharge* price will also be charged.

## EFP – Intake and Process to Load Files

- **Task Description:** Electronic File Processing (EFP) to extract metadata and text and prepare a resulting load file for directly loading into a document review platform such as Concordance, Relativity, Summation, etc.

- **Assumptions:**

- Prices are based on a decompressed input gigabyte. For example, if a removable hard drive contains 6 gigabytes of document and data files along with zipped files and email containers such as PSTs, then the volume may expand to 25 gigabytes after the zipped and compressed files are expanded. In such case, the 25 gigabytes will be billed.
- Prices are intended to cover all common file types encountered in the Electronic Discovery industry such as word processing files, text files, spreadsheets, graphics, emails, and web site files.
- Conversion of data from obsolete or unusual physical format (e.g., 12 inch optical platters or microfilm) or off-line storage (e.g., backup tapes) to a more current standard (e.g., CD/DVD, flash drives, hard drive) is not included in the price list. If such conversion is required, this task will be performed and billed on an hourly basis.
- Corrupted or encrypted/password protected files that cannot be processed will be recorded on a problem report and provided as part of this price.
- Complex filtering, culling, or de-duplication beyond the automated method of file date, custodian or hash value, may incur additional billing on an hourly basis.
- This price includes the deliverables of: (1) converted text or OCR files, (2) metadata, and (3) associated cross reference files. With respect to metadata, it is assumed that only metadata already in the electronic file needs to be extracted – that is, this electronic processing does not include any separate manual coding.

## EFP – Image Creation

- **Task Description:** Converting electronic files already processed through the *EFP– Intake and Process to Load Files* unit price, to a static image such as PDF, JPEG, or TIFF. The resulting images would be viewable by imaging viewing software or via a document database system such as Concordance, iCONNECT, or Relativity.
  - TIFFs will be predominately produced as Group IV images, single page per image file, 300 dpi unless otherwise specified by the COR. Other target image formats such as PDF or multi-page TIFF files may be requested upon occasion.
  - Images will include an endorsed unique identification (i.e., Bates Number) upon request.

## Managed Web Hosting

- **Task Description:** Provision of a managed solution to host Sensitive but Unclassified (SBU) image and text databases, and to make them accessible via the Internet. The hosting system shall provide access to an automated litigation support product that has all the features of industry standard automated litigation support database applications.
- **Assumptions:**
  - Data and image formats will usually be industry standard. The hosting system shall handle special files such as video, audio, color images, spreadsheets, and e-mails.
  - The system will include the following functionality:
    - An end-user interface.
    - Flexible/customizable reviewer and administrator permissions.
    - Advanced searching (i.e. on term, Boolean, and concept searching).
    - The ability to sort and categorize search results.
    - The ability to organize data into folders or sub-sets, the purpose of which is to provide users with the option to flag data for responsiveness and or privilege.
    - The ability to identify near duplicates, that is, records that are statistically similar.
    - The ability to record (code) supplemental information for individual documents, such as subject matter codes. This supplemental information will need to be included as part of the load file information eventually generated for loading to the litigation support document database.
    - The ability to discern and to maintain relationships among the data files as they are being reviewed.
    - The ability to manage duplicate electronic documents. Users will be able to locate and folder (bulk tag) all duplicate electronic documents. Users will be able to apply separate tags or folders to a single occurrence of a duplicate as well as manage duplicate exceptions. Users will also be able to apply annotations across the entire duplicate set or to a single occurrence of a duplicate.
    - The ability to provide flexible reporting options, supplying information about the entire collection or sub-sets of the collection. The application will offer both “canned” reports and the functionality to create and customize reports based on a variety of criteria.
  - The application will track and report on the following:
    - Updates to data within the application.
    - Complete log of all search activity.
    - Search history by user.
    - Files reviewed and or annotated by user - historical usage information.
    - Electronic documents tagged as duplicate.

- Files selected for further processing.
  - Files de-selected for further processing.
- The application will provide data download and print capability from within the application. Users will be able to print locally and request printing via a Contractor production facility.
- Ability to export data and corresponding annotations in standard formats for loading into a production litigation support document database (i.e., Relativity, Concordance, Summation, etc.).
- This price covers the hosting of the data. Loading data to the hosting system will be performed on an hourly basis and is not included in this price.

## GSA Schedule 36 Job Descriptions

<b>Job Title:</b>	<b>Administrative Support I</b>
<b>Experience:</b>	Two years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.
<b>Functional Responsibility:</b>	Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title:</b>	<b>Administrative Support II</b>
<b>Experience:</b>	Three years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.
<b>Functional Responsibility:</b>	Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title:</b>	<b>Administrative Support III</b>
<b>Experience:</b>	Four years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.
<b>Functional Responsibility:</b>	Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.
<b>Education:</b>	High school diploma or GED certificate.



<b>Job Title: Archivist</b>	
<b>Experience:</b>	Four years of experience in archiving records, including two years of experience in document and data management using automation. Appraises and edits permanent records and historically valuable documents. Participates in research activities based on archival materials and directs safekeeping of permanent records, documents, and other archival materials. Requires familiarity with archival cataloging in automated systems and with applying such standards for cataloging; knowledge of basic archival processes, including selection of materials for retention and organization of materials into logical groupings; research and reference expertise; and experience in computerized management of electronic records.
<b>Functional Responsibility:</b>	Implements, administers, and manages the system to classify and retrieve archived records and manuscripts, including developing and maintaining the database of these records in the collection management system. Provides research and reference services; develops, administers, and enhances all electronic systems created for tracking data involving the accessioning and deaccessioning of archived materials; develops, negotiates, monitors, and oversees rules and procedures for maintenance of records following National Archives and Records Administration guidelines; develops and monitors standards, guidelines, and formal agreements for accessioning records and material and deaccessioning records to other repositories; and prepares and updates operating manuals and guidelines that ensure the protection of documents at every stage of their life cycle. Performs random evaluations of archives for quality control of document processing and maintenance; maintains a sustained high level of customer service; attends and contributes to relevant professional activities and meetings dealing with archives and archival preservation; and prepares statistical and narrative reports.
<b>Education:</b>	Graduate degree in History or Archival Studies or in Library and Information Science (MLS).

<b>Job Title: Data Collection Specialist</b>	
<b>Experience:</b>	Five years of experience in formulating, conducting, and monitoring data collection procedures including the design and pilot test of survey instruments, training of survey coordinators and technicians, and interpretation of survey results.
<b>Functional Responsibility:</b>	Designs and develops survey instruments including CATI (computer-assisted telephone interview) programming. Develops data collection procedures and interviewer-training materials. Trains interviewers and supervisors and generates survey data file documentation. Participates in interpreting survey results and documenting procedures.

<b>Job Title:</b>	<b>Data Collection Specialist</b>
<b>Education:</b>	Bachelor's degree in a behavioral science. Six years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title:</b>	<b>Data Entry Technician I</b>
<b>Education:</b>	Bachelor's degree in a behavioral science. Six years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.
<b>Experience:</b>	One year of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.
<b>Functional Responsibility:</b>	Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title:</b>	<b>Data Entry Technician II</b>
<b>Experience:</b>	Two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.

Job Title: Data Entry Technician II	
<b>Functional Responsibility:</b>	Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks.
<b>Education:</b>	High school diploma or GED certificate.

Job Title: Data Entry Technician III	
<b>Experience:</b>	Five years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.
<b>Functional Responsibility:</b>	Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks.
<b>Education:</b>	High school diploma or GED certificate.

Job Title: Data Entry Technician IV	
<b>Experience:</b>	Six years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Requires ability to operate a variety of office automation equipment and personal computers. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.

Job Title: Data Entry Technician IV	
<b>Functional Responsibility:</b>	Works with data and/or enters data on-line to a variety of computer systems. Enters data in prescribed format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks.
<b>Education:</b>	High school diploma or GED certificate.

Job Title: Database Administrator	
<b>Experience:</b>	Three years of experience designing, administering, maintaining, and updating databases.
<b>Functional Responsibility:</b>	Assists in administering database organizations, standards, controls, and procedures. Provides technical consulting in the definition, design, and creation of a database environment. Maintains documentation and develops database dictionaries.
<b>Education:</b>	Bachelor's degree. IT-related certification programs or other technical-related training plus two years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Job Title: Digital Forensics Specialist I	
<b>Experience:</b>	One year of experience performing duties related to digital forensics activities.
<b>Functional Responsibility:</b>	Serves as a digital forensics specialist responsible for planning and executing forensic science activities. Such activities may include one or more of the following: performing comprehensive examinations and technical analysis of digital evidence, utilizing a broad scope of knowledge in many IT areas to examine and analyze large and complex systems, recommending new protocols/procedures for collections, acquiring electronic data in the field, investigating cyber related crimes, interviewing potential custodians regarding Electronically Stored Information (ESI), consulting with electronic discovery personnel regarding the safe handling and processing of digital evidence, writing formal reports and declarations, and testifying in legal proceedings as a fact or expert witness, as needed.
<b>Education:</b>	Undergraduate degree preferred. Certification in a related digital forensics area (e.g., EnCE, CFCE, CCE, or CISSP) may be substituted for a degree.

<b>Job Title:</b>	<b>Digital Forensics Specialist II</b>
<b>Experience:</b>	Three years of experience performing duties related to digital forensics activities.
<b>Functional Responsibility:</b>	Serves as a digital forensics specialist responsible for planning and executing forensic science activities. Such activities may include one or more of the following: performing comprehensive examinations and technical analysis of digital evidence, utilizing a broad scope of knowledge in many IT areas to examine and analyze large and complex systems, recommending new protocols/procedures for collections, acquiring electronic data in the field, investigating cyber related crimes, interviewing potential custodians regarding Electronically Stored Information (ESI), consulting with electronic discovery personnel regarding the safe handling and processing of digital evidence, writing formal reports and declarations, and testifying in legal proceedings as a fact or expert witness, as needed.
<b>Education:</b>	Undergraduate degree preferred. Certification in a related digital forensics area (e.g., EnCE, CFCE, CCE, or CISSP) may be substituted for a degree.

  

<b>Job Title:</b>	<b>Digital Forensics Specialist III</b>
<b>Experience:</b>	Five years of experience performing duties related to digital forensics activities.
<b>Functional Responsibility:</b>	Serves as a digital forensics specialist responsible for planning and executing forensic science activities. Such activities may include one or more of the following: performing comprehensive examinations and technical analysis of digital evidence, utilizing a broad scope of knowledge in many IT areas to examine and analyze large and complex systems, recommending new protocols/procedures for collections, acquiring electronic data in the field, investigating cyber related crimes, interviewing potential custodians regarding Electronically Stored Information (ESI), consulting with electronic discovery personnel regarding the safe handling and processing of digital evidence, writing formal reports and declarations, and testifying in legal proceedings as a fact or expert witness, as needed.
<b>Education:</b>	Undergraduate degree preferred. Certification in a related digital forensics area (e.g., EnCE, CFCE, CCE, or CISSP) may be substituted for a degree.

<b>Job Title:</b>	<b>Digital Forensics Specialist IV</b>
<b>Experience:</b>	Seven years of experience performing duties related to digital forensics activities.
<b>Functional Responsibility:</b>	Serves as a digital forensics specialist responsible for planning and executing forensic science activities. Such activities may include one or more of the following: performing comprehensive examinations and technical analysis of digital evidence, utilizing a broad scope of knowledge in many IT areas to examine and analyze large and complex systems, recommending new protocols/procedures for collections, acquiring electronic data in the field, investigating cyber related crimes, interviewing potential custodians regarding Electronically Stored Information (ESI), consulting with electronic discovery personnel regarding the safe handling and processing of digital evidence, writing formal reports and declarations, and testifying in legal proceedings as a fact or expert witness, as needed.
<b>Education:</b>	Undergraduate degree preferred. Certification in a related digital forensics area (e.g., EnCE, CFCE, CCE, or CISSP) may be substituted for a degree.

<b>Job Title:</b>	<b>Document Management Analyst I</b>
<b>Experience:</b>	One year of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC based database and other applications, server-based database and other applications.
<b>Functional Responsibility:</b>	Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.
<b>Education:</b>	Bachelor's degree or four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for a Bachelor's Degree.



<b>Job Title: Document Management Analyst II</b>	
<b>Experience:</b>	Two years of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications.
<b>Functional Responsibility:</b>	Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.
<b>Education:</b>	Bachelor's degree or four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for a Bachelor's Degree.

<b>Job Title: Document Management Analyst III</b>	
<b>Experience:</b>	Three years of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications.
<b>Functional Responsibility:</b>	Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.
<b>Education:</b>	Bachelor's degree or four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for a Bachelor's Degree.

<b>Job Title: Document Management Technician I / Stock Clerk</b>	
<b>Experience:</b>	One year of experience reviewing and analyzing data and information from multiple sources; establishing relevant files; entering and retrieving data from databases; manipulating, transferring, computing and printing electronic information; and creating multiple spreadsheets using database applications. Ability to operate a variety of equipment, including PCs, image capture devices, barcode readers, workflow tools, publishing systems, and numbering and binding equipment.
<b>Functional Responsibility:</b>	Provides organization and management of relevant files and records including: reviewing data for completeness of information and proper execution; extracting data from databases; obtaining additional information from other sources/databases; establishing/maintaining physical files; preparing notices/ advertisements; reconciling inconsistencies; preparing declarations; gathering information and organizing information is accurate and performing analytical computations necessary to process data, conducting and reconciling inventories; distributing and receiving documents; extracting data from databases for management and program reports; and performing data entry and entry relevant to project.
<b>Education:</b>	High school diploma or GED certificate. Bachelor's degree preferred.

<b>Job Title: Document Management Technician II / Shipping Packer and Shipping/Receiving Clerk</b>	
<b>Experience:</b>	Two years of experience reviewing and analyzing data and information from multiple sources; establishing relevant files; entering and retrieving data from databases; manipulating, transferring, computing and printing electronic information; and creating multiple spreadsheets using database applications. Ability to operate a variety of equipment, including PCs, image capture devices, barcode readers, workflow tools, publishing systems, and numbering and binding equipment.
<b>Functional Responsibility:</b>	Provides organization and management of relevant files and records including: reviewing data for completeness of information and proper execution; extracting data from databases; obtaining additional information from other sources/databases; establishing/maintaining physical files; preparing notices/ advertisements; reconciling inconsistencies; preparing declarations; gathering information and organizing information is accurate and performing analytical computations necessary to process data, conducting and reconciling inventories; distributing and receiving documents; extracting data from databases for management and program reports; and performing data entry and entry relevant to project.
<b>Education:</b>	High school diploma or GED certificate. Bachelor's degree preferred.



<b>Job Title: Document Processing Technician I</b>	
<b>Experience:</b>	Experience with performing routine tasks requiring attention to detail. Ability to produce high quality work under adverse conditions and time pressures.
<b>Functional Responsibility:</b>	Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title: Document Processing Technician II</b>	
<b>Experience:</b>	One year of experience working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.
<b>Functional Responsibility:</b>	Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title: Document Processing Technician III</b>	
<b>Experience:</b>	Three years of professional experience which includes at least 2 years working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.
<b>Functional Responsibility:</b>	Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title: Document Processing Technician IV</b>	
<b>Experience:</b>	Five years of professional experience which includes at least 3 years working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under adverse conditions and time pressures.
<b>Functional Responsibility:</b>	Operates digital image processing equipment to capture images, performs OCRing from digital images, burns, CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. May also be required to extract bibliographic information from documents, invoices, phone records or other source material. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title: eDiscovery Application Analyst I</b>	
<b>Experience:</b>	One year of experience performing tasks related to ESI Processing or upgrading and integrating technical systems. Knowledge of file manipulation applications, scripting, and the eDiscovery industry strongly preferred.
<b>Functional Responsibility:</b>	Duties include multiple areas related to the eDiscovery technical environment including but not limited to: Advanced processing of Electronic Stored Information (ESI) into multiple systems including hand-on file manipulations and conversions; designing and implementing action plans to upgrade new litigation support tools within established environments by participating in Change Control Board Meetings, leading user acceptance testing efforts, and validating the rollout of new software upgrades; and integrating legal systems to improve efficiencies by creating scripts and advanced queries and introducing automated workflow concepts.
<b>Education:</b>	Undergraduate degree preferred. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) helpful.

<b>Job Title: eDiscovery Application Analyst II</b>	
<b>Experience:</b>	Three year of professional experience of which at least two years included performing tasks related to ESI Processing or upgrading and integrating technical systems. Knowledge of file manipulation applications, scripting, and the eDiscovery industry strongly preferred.
<b>Functional Responsibility:</b>	Duties include multiple areas related to the eDiscovery technical environment including but not limited to: Advanced processing of Electronic Stored Information (ESI) into multiple systems including hand-on file manipulations and conversions; designing and implementing action plans to upgrade new litigation support tools within established environments by participating in Change Control Board Meetings, leading user acceptance testing efforts, and validating the rollout of new software upgrades; and integrating legal systems to improve efficiencies by creating scripts and advanced queries and introducing automated workflow concepts.
<b>Education:</b>	Undergraduate degree preferred. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) helpful.

<b>Job Title: eDiscovery Application Analyst III</b>	
<b>Experience:</b>	Five year of professional experience of which four years was spent performing tasks related to ESI Processing or upgrading and integrating technical systems. Knowledge of file manipulation applications, scripting, and the eDiscovery industry strongly preferred.
<b>Functional Responsibility:</b>	Duties include multiple areas related to the eDiscovery technical environment including but not limited to: Advanced processing of Electronic Stored Information (ESI) into multiple systems including hand-on file manipulations and conversions; designing and implementing action plans to upgrade new litigation support tools within established environments by participating in Change Control Board Meetings, leading user acceptance testing efforts, and validating the rollout of new software upgrades; and integrating legal systems to improve efficiencies by creating scripts and advanced queries and introducing automated workflow concepts.
<b>Education:</b>	Undergraduate degree preferred. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) helpful.

<b>Job Title: eDiscovery Application Analyst IV</b>	
<b>Experience:</b>	Nine year of professional experience of which six years was spent performing tasks related to ESI Processing or upgrading and integrating technical systems. Knowledge of file manipulation applications, scripting, and the eDiscovery industry strongly preferred.

<b>Job Title: eDiscovery Application Analyst IV</b>	
<b>Functional Responsibility:</b>	Duties include multiple areas related to the eDiscovery technical environment including but not limited to: Advanced processing of Electronic Stored Information (ESI) into multiple systems including hand-on file manipulations and conversions; designing and implementing action plans to upgrade new litigation support tools within established environments by participating in Change Control Board Meetings, leading user acceptance testing efforts, and validating the rollout of new software upgrades; and integrating legal systems to improve efficiencies by creating scripts and advanced queries and introducing automated workflow concepts.
<b>Education:</b>	Undergraduate degree preferred. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) helpful.

<b>Job Title: eDiscovery Coordinator I</b>	
<b>Experience:</b>	One year of experience performing tasks related to the eDiscovery Coordinator duties.
<b>Functional Responsibility:</b>	Coordinates technical aspects of electronic discovery needs and assists with strategic and legal aspects for assigned projects and matters by serving as the primary point of contact throughout the discovery lifecycle, applying in-depth knowledge and experience to provide expert consultation and advice on technology and best practices. Consults with case teams to effectively develop and apply technical strategies, requirements and goals in order to develop and implement project plans, including data collection, processing, document production and trial. Advises legal teams on technology options to respond to specific discovery needs including but not limited to recommendations for products to perform early case assessment, document search, and document reviews in the most efficient, timely, and cost effective manner. Participates in legal proceedings, i.e. 26(f) conferences, prepares affidavits, and testifying as to the defensibility of the government's e-discovery process. Ensures standard procedures for electronic discovery and litigation support projects are consistently applied across the life of the case. Coordinates efforts of others in response to discovery requests and provides regular reports and metrics as to the status of each phase of the project. Stays abreast of emerging electronic discovery litigation support technology and processes. Conducts regular briefings on new technology and process improvements with regard to electronic discovery. Responsibilities may also providing hands-on technical support such as ensuring that incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, defining processing requirements and coordinating the completion

Job Title: eDiscovery Coordinator I	
	of processing activities through vendors and/or internal resource groups, performing quality control of completed processing results, providing assistance with creating and managing review platform databases or workspaces, constructing and running complex queries, establishing and managing document review workflow processes, training end users, and generating outgoing productions.
<b>Education:</b>	Undergraduate degree required. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) and four years of relevant experience above the minimum requirement may be substituted for a degree.

Job Title: eDiscovery Coordinator II	
<b>Experience:</b>	Three years of professional experience which includes at least two years performing tasks related to the eDiscovery Coordinator duties.
<b>Functional Responsibility:</b>	Coordinates technical aspects of electronic discovery needs and assists with strategic and legal aspects for assigned projects and matters by serving as the primary point of contact throughout the discovery lifecycle, applying in-depth knowledge and experience to provide expert consultation and advice on technology and best practices. Consults with case teams to effectively develop and apply technical strategies, requirements and goals in order to develop and implement project plans, including data collection, processing, document production and trial. Advises legal teams on technology options to respond to specific discovery needs including but not limited to recommendations for products to perform early case assessment, document search, and document reviews in the most efficient, timely, and cost effective manner. Participates in legal proceedings, i.e. 26(f) conferences, prepares affidavits, and testifying as to the defensibility of the government's e-discovery process. Ensures standard procedures for electronic discovery and litigation support projects are consistently applied across the life of the case. Coordinates efforts of others in response to discovery requests and provides regular reports and metrics as to the status of each phase of the project. Stays abreast of emerging electronic discovery litigation support technology and processes. Conducts regular briefings on new technology and process improvements with regard to electronic discovery. Responsibilities may also providing hands-on technical support such as ensuring that incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, defining processing requirements and coordinating the completion of processing activities through vendors and/or internal resource groups, performing quality control



	completed processing results, providing assistance with creating and managing review platform databases or workspaces, constructing and running complex queries, establishing and managing document review workflow processes, training end users, and generating outgoing productions.
<b>Education:</b>	Undergraduate degree required. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) and four years of relevant experience above the minimum requirement may be substituted for a degree.

<b>Job Title:</b>	<b>eDiscovery Coordinator III</b>
<b>Experience:</b>	Five year of professional experience which includes at least four years performing tasks related to the eDiscovery Coordinator duties.
<b>Functional Responsibility:</b>	Coordinates technical aspects of electronic discovery needs and assists with strategic and legal aspects for assigned projects and matters by serving as the primary point of contact throughout the discovery lifecycle, applying in-depth knowledge and experience to provide expert consultation and advice on technology and best practices. Consults with case teams to effectively develop and apply technical strategies, requirements and goals in order to develop and implement project plans, including data collection, processing, document production and trial. Advises legal teams on technology options to respond to specific discovery needs including but not limited to recommendations for products to perform early case assessment, document search, and document reviews in the most efficient, timely, and cost effective manner. Participates in legal proceedings, i.e. 26(f) conferences, prepares affidavits, and testifying as to the defensibility of the government's e-discovery process. Ensures standard procedures for electronic discovery and litigation support projects are consistently applied across the life of the case. Coordinates efforts of others in response to discovery requests and provides regular reports and metrics as to the status of each phase of the project. Stays abreast of emerging electronic discovery litigation support technology and processes. Conducts regular briefings on new technology and process improvements with regard to electronic discovery. Responsibilities may also providing hands-on technical support such as ensuring that incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, defining processing requirements and coordinating the completion of processing activities through vendors and/or internal resource groups, performing quality control of completed processing results, providing assistance with creating and managing review platform databases or workspaces, constructing and running complex queries, establishing and managing document review workflow processes, training end users, and generating outgoing productions.

<b>Job Title:</b> eDiscovery Coordinator III	
<b>Education:</b>	Undergraduate degree required. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) and four years of relevant experience above the minimum requirement may be substituted for a degree.
<b>Job Title:</b> eDiscovery Coordinator IV	
<b>Experience:</b>	Nine years of professional experience which includes at least six years performing tasks related to the eDiscovery Coordinator duties.
<b>Functional Responsibility:</b>	Coordinates technical aspects of electronic discovery needs and assists with strategic and legal aspects for assigned projects and matters by serving as the primary point of contact throughout the discovery lifecycle, applying in-depth knowledge and experience to provide expert consultation and advice on technology and best practices. Consults with case teams to effectively develop and apply technical strategies, requirements and goals in order to develop and implement project plans, including data collection, processing, document production and trial. Advises legal teams on technology options to respond to specific discovery needs including but not limited to recommendations for products to perform early case assessment, document search, and document reviews in the most efficient, timely, and cost effective manner. Participates in legal proceedings, i.e. 26(f) conferences, prepares affidavits, and testifying as to the defensibility of the government's e-discovery process. Ensures standard procedures for electronic discovery and litigation support projects are consistently applied across the life of the case. Coordinates efforts of others in response to discovery requests and provides regular reports and metrics as to the status of each phase of the project. Stays abreast of emerging electronic discovery litigation support technology and processes. Conducts regular briefings on new technology and process improvements with regard to electronic discovery. Responsibilities may also providing hands-on technical support such as ensuring that incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, defining processing requirements and coordinating the completion of processing activities through vendors and/or internal resource groups, performing quality control of completed processing results, providing assistance with creating and managing review platform databases or workspaces, constructing and running complex queries, establishing and managing document review workflow processes, training end users, and generating outgoing productions.
<b>Education:</b>	Undergraduate degree required. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) and four years of relevant experience above the minimum requirement may be substituted for a degree.

<b>Job Title: ESI Processing Specialist I</b>	
<b>Experience:</b>	One year of experience performing tasks related to the ESI Processing Specialist duties. Knowledge of file manipulation applications extremely helpful.
<b>Functional Responsibility:</b>	Provides hands-on file manipulation, loading, and conversion services of Electronically Stored Information (ESI) and subsequent loading to eDiscovery review platforms. Creates and modifies files for upload into COTS products and performs individual file conversion in support ESI processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use typically with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks. Responsible for ensuring incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, provides senior staff with notice of deficiencies.
<b>Education:</b>	Undergraduate degree helpful. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) valued.

<b>Job Title: ESI Processing Specialist II</b>	
<b>Experience:</b>	Three years of professional experience which includes at least two years performing tasks related to the ESI Processing Specialist duties. Knowledge of file manipulation applications extremely helpful.
<b>Functional Responsibility:</b>	Provides hands-on file manipulation, loading, and conversion services of Electronically Stored Information (ESI) and subsequent loading to eDiscovery review platforms. Creates and modifies files for upload into COTS products and performs individual file conversion in support ESI processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use typically with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks. Responsible for ensuring incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, provides senior staff with notice of deficiencies.
<b>Education:</b>	Undergraduate degree helpful. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) valued.



<b>Job Title: ESI Processing Specialist III</b>	
<b>Experience:</b>	Five years of professional experience which includes at least four years performing tasks related to the ESI Processing Specialist duties. Knowledge of file manipulation applications extremely helpful.
<b>Functional Responsibility:</b>	Provides hands-on file manipulation, loading, and conversion services of Electronically Stored Information (ESI) and subsequent loading to eDiscovery review platforms. Creates and modifies files for upload into COTS products and performs individual file conversion in support ESI processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use typically with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks. Responsible for ensuring incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, provides senior staff with notice of deficiencies.
<b>Education:</b>	Undergraduate degree helpful. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) valued.

<b>Job Title: ESI Processing Specialist IV</b>	
<b>Experience:</b>	Nine years of professional experience which includes at least six years performing tasks related to the ESI Processing Specialist duties. Knowledge of file manipulation applications extremely helpful.
<b>Functional Responsibility:</b>	Provides hands-on file manipulation, loading, and conversion services of Electronically Stored Information (ESI) and subsequent loading to eDiscovery review platforms. Creates and modifies files for upload into COTS products and performs individual file conversion in support ESI processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use typically with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks. Responsible for ensuring incoming productions are made pursuant to the applicable ESI specifications and when deficiencies are found, provides senior staff with notice of deficiencies.
<b>Education:</b>	Undergraduate degree helpful. Certification in an eDiscovery program or related software package (i.e., Concordance, Relativity, Clearwell) valued.

<b>Job Title:</b>	<b>General Clerk I</b>
<b>Experience:</b>	Capability to take and follow directions from supervisor and excellent organizational skills required.
<b>Functional Responsibility:</b>	Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.
<b>Education:</b>	Completion of the eleventh grade of high school.

<b>Job Title:</b>	<b>General Clerk II</b>
<b>Experience:</b>	One year of experience in performing clerical duties. Capability to take and follow directions from supervisor and excellent organizational skills required.
<b>Functional Responsibility:</b>	Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title:</b>	<b>General Clerk III</b>
<b>Experience:</b>	Two years of experience in performing clerical duties. Capability to take and follow directions from supervisor and excellent organizational skills required.
<b>Functional Responsibility:</b>	Under direct supervision, performs clerical duties such as answering telephone calls, letters, and e-mails, and providing standardized responses; opening and sorting mail; and filing and copying materials.
<b>Education:</b>	High school diploma or GED certificate.

<b>Job Title:</b>	<b>Information Specialist I</b>
<b>Experience:</b>	Three years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.
<b>Functional Responsibility:</b>	Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.
<b>Education:</b>	Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title: Information Specialist II</b>	
<b>Experience:</b>	Five years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.
<b>Functional Responsibility:</b>	Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.
<b>Education:</b>	Bachelor's degree. Five years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title: Information Specialist III</b>	
<b>Experience:</b>	Nine years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.
<b>Functional Responsibility:</b>	Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.
<b>Education:</b>	Bachelor's degree. Seven years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title:</b>	<b>IS/DP Manager</b>
<b>Experience:</b>	Nine years of professional experience with at least six years in designing, implementing, and troubleshooting applications using the software or technology for which consulting services are required. For example, if a project involves a large-scale Oracle application in a Unix environment, the candidate will have experience in developing large-scale Oracle applications employing and integrating a variety of Oracle products, features, and capabilities, such as Forms and Reports, PL/SQL functions and procedures, and Intermedia Text, together with user exits to other programs, and interactions with operating system shell scripts. Other projects will require other sets of skills and competencies. Candidates must demonstrate a successful history of difficult and complex problem solving with respect to the appropriate systems. Excellent oral and written communications skills required. Litigation support experience helpful.
<b>Functional Responsibility:</b>	Consults with Contractor and Government management to identify systems requirements and makes recommendations for technical solutions to system problems. Manages a systems project through all phases, including applications development, applications
	maintenance, systems documentation, quality assurance, and user support; provides technical advice, supervision, and guidance to the data processing team; evaluates programs in terms of efficiency, effectiveness, quality, and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations to a variety of audiences, including non-technical personnel. May have supervisory or managerial responsibilities.
<b>Education:</b>	Bachelor's degree. Ten years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title: Librarian I</b>	
<b>Experience:</b>	Three years of professional experience which includes at least two years of experience in maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.
<b>Functional Responsibility:</b>	Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines
<b>Education:</b>	Degree in Library and Information Science or a degree in a Records Management related field.

<b>Job Title: Librarian II</b>	
<b>Experience:</b>	Five years of professional experience which includes at least four years of maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.

<b>Job Title: Librarian II</b>	
<b>Functional Responsibility:</b>	Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.
<b>Education:</b>	Degree in Library and Information Science or a degree in a Records Management related field.

<b>Job Title: Librarian III</b>	
<b>Experience:</b>	Nine years of professional experience which includes at least six years of maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.
<b>Functional Responsibility:</b>	Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and limitations in the collections. In addition, explores



<b>Job Title:</b>	<b>Librarian III</b>
	and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.
<b>Education:</b>	Degree in Library and Information Science or a degree in a Records Management related field.

<b>Job Title:</b>	<b>Library Technician</b>
<b>Experience:</b>	Two years of library or records center experience. Previous experience on other Government contracts preferred. Compiles records; sorts and shelves books; and issues and receives library materials such as books, films, and phonograph records. Requires knowledge of general technical support activities in records processing, keyboarding expertise, good communication skills, and good computer skills.
<b>Functional Responsibility:</b>	Accepts requests from users and answers questions on library policies and procedures, locates and retrieves requested materials, and shelves library material. Responsible for maintaining the correct order of the collections; for pulling and retiring obsolete material from the collections; and for selecting, packaging, annotating, and forwarding material for binding. Utilizes the library catalog and general subject indexes to retrieve call number or correct bibliographic citations for requested items and responds to email, walk-in, and telephone requests.
<b>Education:</b>	Bachelor's degree.

<b>Job Title: Management Analyst I</b>	
<b>Experience:</b>	Three years of professional experience which includes at least two years performing business management and financial accounting-related work. Experience should also include one year of related experience specifically on Government contracts. Knowledge of Excel and/or other spreadsheet software applications required
<b>Functional Responsibility:</b>	Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.
<b>Education:</b>	Bachelor's degree in a business-related field.

<b>Job Title: Management Analyst II</b>	
<b>Experience:</b>	Five years of professional experience which includes at least three years performing business management and financial accounting-related work. Experience should also include one year of related experience specifically on Government contracts. Knowledge of Excel and/or other spreadsheet software applications required
<b>Functional Responsibility:</b>	Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.
<b>Education:</b>	Bachelor's degree in a business-related field.

<b>Job Title: Network Administrator I</b>	
<b>Experience:</b>	Three years of professional experience which includes at least two years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry-standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN to LAN and LAN to WAN connectors such as bridges, routers, and gateways. Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems,



<b>Job Title: Network Administrator I</b>	
	encryption devices, and multiplexers. Excellent oral and written communication skills and end user interaction skills required. A subspecialty under the Network Administrator labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is required in addition to or in place of LAN experience.
<b>Functional Responsibility:</b>	Sets up, installs, modifies, and maintains local area networks, primarily for internal staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set-up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as interconnections to the Internet.
<b>Education:</b>	Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and two years of additional directly related work experience or an IT-related Certificate Program and two years of additional directly related work experience may be substituted for the Bachelor's degree.

<b>Job Title: Network Administrator II</b>	
<b>Experience:</b>	Five years of professional experience which includes at least four years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry-standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN-to-LAN and LAN-to-WAN connectors such as bridges, routers, and gateways. Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems, encryption devices, and multiplexers. A sub-specialty under this labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is required in addition to or in place of LAN experience.
<b>Functional Responsibility:</b>	Sets up, installs, modifies, and maintains local area networks, primarily for staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives

<b>Job Title:</b>	<b>Network Administrator II</b>
	task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set- up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as interconnections to the Internet.
<b>Education:</b>	<p>Bachelor's degree; computer science or related discipline preferred.</p> <p>An Associate's degree in a related field and three years of additional directly related work experience or an IT-related Certificate Program and three years of additional directly related work experience may be substituted for the Bachelor's degree.</p>

  

<b>Job Title:</b>	<b>Network Administrator III</b>
<b>Experience:</b>	<p>Nine years of professional experience which includes at least six years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN-to-LAN and LAN-to-WAN connectors such as bridges, routers, and gateways.</p> <p>Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems, encryption devices, and multiplexers. A sub-specialty under this labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is</p>
<b>Functional Responsibility:</b>	<p>Sets up, installs, modifies, and maintains local area networks, primarily for staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set- up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as</p>
<b>Education:</b>	<p>Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and four years of additional directly related work experience or an IT-related Certificate Program and four years of additional directly related work experience may be substituted for the Bachelor's degree.</p>

<b>Job Title: Paralegal I</b>	
<b>Experience:</b>	One year of professional experience with basic legal knowledge, including knowledge of standard legal citation to cite check legal motions and memorandum and must have sufficient experience with legal research tools such as LEXIS and Westlaw to perform basic legal research. Requires excellent written and oral communication skills, thorough knowledge and hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, imaging, and hardware systems. Role also requires basic familiarity with ESI tools and knowledge of e-discovery procedures and resources. Ability to consistently deliver highest quality work under extreme pressure will be very important.
<b>Functional Responsibility:</b>	Performs the following tasks while complying with established procedures: compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents; summarizes depositions and other transcripts; maintains case files; performs simple legal research; indexes, tracks and controls document discovery (including documents produced and received in discovery); indexes, tracks and exhibits and other materials at depositions and at trial. Prepares exhibit cross-references. Assists attorneys in courtroom. Reviews documents for relevance and privilege according to established guidelines and criteria. Other examples of the types of work to be performed include compilation of documents for FOIA, production requests, Congressional inquiries, etc.
<b>Education:</b>	Requires paralegal certificate. An equivalent level of legal training may be substituted with the approval of the COR.

<b>Job Title: Paralegal II</b>	
<b>Experience:</b>	One year of litigation paralegal experience required; trial experience very helpful. Automated litigation support experience valued. Must have basic legal knowledge, including knowledge of standard legal citation to cite check legal motions and memorandum and must have sufficient experience with legal research tools such as LEXIS and Westlaw to perform basic legal research. Requires excellent written and oral communication skills, thorough knowledge and hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, imaging, and hardware systems. Role also requires basic familiarity with ESI tools and knowledge of e-discovery procedures and resources. Ability to consistently deliver highest quality work under extreme pressure will be very important.

<b>Job Title: Paralegal II</b>	
<b>Functional Responsibility:</b>	Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. In addition to functions performed by Paralegals, described below, performs moderately complex legal research; synthesizes transcripts of hearings and oral arguments for attorney use; reviews case related materials and, for example, identifies potentially conflicting statements or areas requiring further investigation; writes preliminary drafts of simple legal m
<b>Education:</b>	Requires paralegal certificate. An equivalent level of legal training may be substituted with the approval of the COR.

<b>Job Title: Paralegal III</b>	
<b>Experience:</b>	Must have at least two years of litigation paralegal or law clerk experience required; trial experience very helpful. Automated litigation support experience valued. Requires sound working knowledge of federal and state court systems, legal research procedures, and legal research resources. Requires excellent written and oral communication skills and thorough knowledge of legal research tools such as LEXIS and Westlaw. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, and imaging. Role also requires hands-on familiarity with ESI tools and knowledge of e-discovery procedures and resources.
<b>Functional Responsibility:</b>	Performs complex legal research for the trial staff. Assists in preparing draft legal documents, such as motions, briefs, memoranda of law, etc. reviewing documents for relevance and privilege; and assisting attorneys with all phases of litigation.
<b>Education:</b>	Requires a paralegal certificate or the completion of at least one year of study in an ABA-accredited Law degree program. An equivalent level of legal training may be substituted with the approval of the COR.

<b>Job Title: Paralegal IV</b>	
<b>Experience:</b>	Must have at least three years of progressively more responsible experience on litigation support projects including proven capabilities and communication skills to successfully interact with clients and attorneys. Requires sound working knowledge of federal and state court systems, legal research procedures, and legal research resources. Requires excellent written and oral communication skills and thorough knowledge of legal research tools such as LEXIS and Westlaw. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, and imaging. Role also requires hands-on familiarity with ESI tools and knowledge of e-discovery procedures and resources.

Job Title: Paralegal IV	
<b>Functional Responsibility:</b>	Performs complex legal research; prepares draft legal documents, such as motions, briefs, memoranda of law, etc.; reviews documents for relevance and privilege; and assists attorneys with all phases of litigation. Acts independently and/or as a team leader on larger projects. Responsibilities may include acting as primary interface with trial attorneys, experts, and other client staff.
<b>Education:</b>	Requires a paralegal certificate or the completion of at least one year of study in an ABA-accredited Law degree program. An equivalent level of legal training may be substituted with the approval of the COR.

Job Title: Production Manager	
<b>Experience:</b>	Nine years of professional experience which includes at least four years of supervising and coordinating one or more primary tasks listed under the Functional Responsibility. Has complete understanding of the principles, concepts, and practices of assigned tasks.
<b>Functional Responsibility:</b>	Supervises and trains nonexempt staff. Arranges activities and plans schedules to meet deliverables. Assists in tracking and measuring task performance. Responsible for document receiving and shipping, document preparation, document number labeling, document photocopying, document coding, and document processing tracking and productivity reporting, except those performed within a Document Center. Also responsible for being the liaison and coordinating activities between document preparation/processing activities and document imaging. Manages all of these tasks for scope of work, schedule, budget, and adherence to accuracy and quality standards.
<b>Education:</b>	Bachelor's Degree. Ten years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's Degree.

Job Title: Production Supervisor	
<b>Experience:</b>	Five years of professional experience which includes at least four years of experience in coordinating job assignments and workflow similar to those listed under the Functional Responsibility.
<b>Functional Responsibility:</b>	Provides staff support. Monitors staff productivity, attendance, quality, and ensures that tasks are completed in a timely and accurate manner. Provides feedback to manager on status of tasks, accomplishments, problems, staff needs, and concerns. Responsible for supervising document receiving and shipping, document preparation, document number labeling, document photocopying, and document processing tracking and productivity reporting, except those performed within a Document Center. Responsible for conducting the liaison and coordination activities between document preparation/processing activities and document imaging. Supervises all of these tasks for scope of work, schedule, budget, and adherence to accuracy and quality standards.



<b>Job Title:</b>	<b>Production Supervisor</b>
<b>Education:</b>	High school diploma or GED certificate and some technical school or specialized training.

<b>Job Title:</b>	<b>Programmer I</b>
<b>Experience:</b>	One year of programming experience, including experience in the specific programming language, database management system, or software package to be used for a given assignment, and one year of experience in the general functional area addressed by the task requirement.
<b>Functional Responsibility:</b>	Working under the direction of more senior IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.
<b>Education:</b>	Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and two years of additional directly related work experience or an IT-related Certificate Program and two years of additional directly related work experience may be substituted for the Bachelor's degree.

<b>Job Title:</b>	<b>Programmer II</b>
<b>Experience:</b>	Three years of professional experience which includes at least two years of progressively more complex programming experience in the specific programming language, database management system, or software package to be used for a given assignment, and experience in the general functional area addressed by the task requirement.
<b>Functional Responsibility:</b>	Working under the direction of more senior IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.

<b>Job Title: Programmer II</b>	
<b>Education:</b>	Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and three years of additional directly related work experience or an IT-related Certificate Program and three years of additional directly related work experience may be substituted for the Bachelor's degree.
<b>Job Title: Programmer III</b>	
<b>Experience:</b>	Five years of professional experience which includes at least four years of progressively more complex programming experience in the specific programming language, database management system, or software package to be used for a given assignment, and experience in the general functional area addressed by the task requirement.
<b>Functional Responsibility:</b>	Working under the direction of more senior IT personnel, develops, modifies, and maintains complex computer application programs which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.
<b>Education:</b>	Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and four years of additional directly related work experience or an IT-related Certificate Program and four years of additional directly related work experience may be substituted for the Bachelor's degree.
<b>Job Title: Programmer IV</b>	
<b>Experience:</b>	Nine years of professional experience which includes at least 6 years of progressively more complex programming experience in the specific programming language, database management system, or software package to be used for a given assignment, and experience in the general functional area addressed by the task requirement.
<b>Functional Responsibility:</b>	Working under the direction of more senior IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.



<b>Job Title:</b>	<b>Programmer IV</b>
<b>Education:</b>	Bachelor's degree; computer science or related discipline preferred. An Associate's degree in a related field and five years of additional directly related work experience or an IT-related Certificate Program and five years of additional directly related work experience may be substituted for the Bachelor's degree.

<b>Job Title:</b>	<b>Project Director</b>
<b>Experience:</b>	Ten years of professional experience with at least six years of Project Manager experience or the equivalent. Demonstrated ability to manage numerous complex and time critical support activities simultaneously, including technical/data processing support activities. Requires expert knowledge of the functional area in which support is being provided, and outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Requires broad knowledge of the Government's document and imaging environments and standards, and familiarity with the specific environment of the client agency.
<b>Functional Responsibility:</b>	Responsible for coordinating the activities of several Project Managers, or of managing a single large, complex, mission critical project. Generally reports to a high level manager in the Government client organization and to a senior corporate officer. Directs and coordinates all resources assigned to a group of projects, corporate-wide support resources, and possibly subordinate Project Manager staff. Consults with the COTR and other Government managers concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of all deliverables and support functions.
<b>Education:</b>	Bachelor's Degree required. Master's degree in a related field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas desired.

<b>Job Title:</b>	<b>Project Executive</b>
<b>Experience:</b>	Fourteen years of professional experience with at least eight years of Project Manager experience or the equivalent including at least five years of experience managing projects with more than 20 staff, and multiple subcontractors and consultants. Demonstrated ability to manage numerous complex and time-critical information support activities simultaneously.
<b>Functional Responsibility:</b>	Directs all financial and quality assurance activities and oversees strategic planning and program development, drawing upon technical insight and understanding in related disciplines. Has ultimate responsibility for ensuring completion of work products and deliverables on time, within budget, and to the client's satisfaction.

<b>Job Title:</b>	<b>Project Executive</b>
<b>Education:</b>	Master's degree in IT or management-related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus six years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

<b>Job Title:</b>	<b>Project Manager I</b>
<b>Experience:</b>	Two years of experience in office, imaging, and document solutions related work, one year of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.
<b>Functional Responsibility:</b>	Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and contractor corporate management, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained overall project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver project support.
<b>Education:</b>	Bachelor's degree.

<b>Job Title:</b>	<b>Project Manager II</b>
<b>Experience:</b>	Three years of experience in office, imaging, and document solutions related work, two years of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management

<b>Job Title: Project Manager II</b>	
	environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.
<b>Functional Responsibility:</b>	Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and contractor corporate management, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained overall project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver project support.
<b>Education:</b>	Bachelor's degree.

<b>Job Title: Project Manager III</b>	
<b>Experience:</b>	Six years of experience in office, imaging, and document solutions related work, three years of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.
<b>Functional Responsibility:</b>	Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and contractor corporate management, identifying and assigning staff, budget development and tracking, coordinating

<b>Job Title:</b>	<b>Project Manager III</b>
	technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained overall project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver project support.
<b>Education:</b>	Bachelor's degree.

<b>Job Title:</b>	<b>Project Manager IV</b>
<b>Experience:</b>	Nine years of experience in office, imaging, and document solutions related work, four years of which involved progressively more responsible supervisory and management experience. Demonstrated ability to manage numerous complex and time-critical activities simultaneously, including technical related activities. Requires expert knowledge of the functional area addressed by the project; general knowledge of Government imaging and document management environments, standards, and procedures; and specific knowledge and experience in the client's imaging and document management environment. Excellent oral and written communications skills and an ability to work and effectively communicate with technical and managerial personnel are required.
<b>Functional Responsibility:</b>	Primary responsibility for all contractor support provided to a particular project. Serves as the Government's primary point of contact for all support provided to the project, and as such will have frequent contact with the cognizant Government manager(s) and client agency staff. Responsible for planning and managing all support for the project, including monitoring workflow, progress reporting to both the Government and contractor corporate management, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Ensures that proper security is maintained overall project materials in accordance with required security procedures. Performs an active quality assurance role to ensure high quality work delivered on time and in accordance with contractual specifications. Coordinates with other internal corporate components and resources to deliver project support.
<b>Education:</b>	Bachelor's degree.

<b>Job Title: Project Supervisor</b>	
<b>Experience:</b>	Four years of experience in office, imaging, and document-related work, including two years of progressively more responsible supervisory experience. Demonstrated ability to supervise numerous complex and time-critical activities simultaneously.
<b>Functional Responsibility:</b>	Supervises critical project operational areas, including staff recruitment, hiring, development, and evaluation; performance monitoring; project reporting; and development and implementation of project policies and procedures. Supervises the development and execution of project plans and completion of project deliverables.
<b>Education:</b>	Bachelor's degree. Four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title: Records Analyst I</b>	
<b>Experience:</b>	One year of experience providing records management support services in a library, museum, or historical association, including reference activities. Familiarity in using and applying established records management guidelines and policies; knowledge of current archival standards and practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; familiarity with use and development of World Wide Web resources.
<b>Functional Responsibility:</b>	Operates and maintains records system, including receipt, storage, retrieval and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. May perform other clerical duties such as typing, filing, mail sorting, preparing reports, and summarizing findings.
<b>Education:</b>	Bachelor's degree in History or related field. Master's degree in Archival Administration, Library Science, History, or related field preferred.

<b>Job Title: Records Analyst II</b>	
<b>Experience:</b>	Three years of professional experience which includes at least 2 years providing records management support services in a library, museum, or historical association. Familiarity in using and applying established records management guidelines and policies. Experience should include one or more of the following: program development and planning, appraisal of archival and manuscript records, archival description, reference, surveying and collecting, archival automation, and donor relations. Knowledge of current archival standards and



Job Title:	Records Analyst II
	practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; familiarity with use and development of World Wide Web resources.
<b>Functional Responsibility:</b>	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.
<b>Education:</b>	Bachelor's degree in History or related field. Master's degree in Archival Administration, Library Science, History, or related field preferred.

Job Title:	Records Analyst III
<b>Experience:</b>	Five years of professional experience which includes at least 4 years providing records management support services in a library, museum, or historical association. Familiarity in using and applying established records management guidelines and policies. Experience should include one or more of the following: program development and planning, appraisal of archival and manuscript records, archival description, reference, surveying and collecting, archival automation, and donor relations. Knowledge of current archival standards and practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; familiarity with use and development of World Wide Web resources.
<b>Functional Responsibility:</b>	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Ensures compliance with legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.
<b>Education:</b>	Bachelor's degree in History or related field. Master's degree in Archival Administration, Library Science, History, or related field preferred.

<b>Job Title: Records Analyst IV</b>	
<b>Experience:</b>	Nine years of professional experience which includes at least 6 years providing records management support services in a library, museum, or historical association. Familiarity in using and applying established records management guidelines and policies. Experience should include one or more of the following: program development and planning, appraisal of archival and manuscript records, archival description, reference, surveying and collecting, archival automation, and donor relations. Knowledge of current archival standards and practices; ability to present archival practices to volunteers or lay persons in the historical records community; excellent oral and written skills, effective group leadership and facilitation skills; familiarity with use and development of World Wide Web resources.
<b>Functional Responsibility:</b>	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Ensures compliance with legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies accuracy and completeness of paperwork required to create or modify a record; verifies authenticity of supporting documents; clarifies discrepancies. Processes records online; retrieves and corrects data to ensure integrity of database.
<b>Education:</b>	Bachelor's degree in History or related field. Master's degree in Archival Administration, Library Science, History, or related field preferred.

<b>Job Title: Records Specialist</b>	
<b>Experience:</b>	Three years of professional experience which includes at least 2 years of experience in archiving records including document and data management using automation. Appraises and edits permanent records and historically valuable documents. Participates in research activities based on archival materials and direct safekeeping of permanent records, documents, and other archival materials. Requires familiarity with archival cataloging in automated systems and with applying such standards for cataloging; knowledge of basic archival processes, including selection of materials for retention and organization of materials into logical groupings; research and reference expertise; experience in computerized management of electronic records; ability to use the Internet; strong communication skills; good computer skills; ability to write well; and good presentation skills.
<b>Functional Responsibility:</b>	Implements, administers, and manages the system to classify and retrieve archived records and manuscripts, including developing and maintaining the database of these records in the collection management system. Provides research and reference services;



<b>Job Title: Records Specialist</b>	
	develops, administers, and enhances all electronic systems created for tracking statistical data involving the accessioning and deaccessioning of archived materials; develops, negotiates, monitors, and oversees rules and procedures for maintenance of records following NARA guidelines; develops and monitors standards, guidelines, and formal agreements for accessioning records and material and deaccessioning records to other repositories; and prepares and updates operating manuals and guidelines that ensure the protection of documents at every stage of their life cycle. Performs random evaluations of archives for quality control of document processing and maintenance; maintains a sustained high level of customer service; attends and contributes to relevant professional activities and meetings dealing with archives and archival preservation; and prepares statistical and narrative reports.
<b>Education:</b>	Graduate degree in History or Archival Studies or in Library and Information Science (MLS).

<b>Job Title: Research Analyst I</b>	
<b>Experience:</b>	One year of experience conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.
<b>Functional Responsibility:</b>	Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.
<b>Education:</b>	Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus one year of relevant experience may be substituted for a Master's degree.

<b>Job Title: Research Analyst II</b>	
<b>Experience:</b>	Three years of professional experience which includes at least two years conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.
<b>Functional Responsibility:</b>	Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and

<b>Job Title: Research Analyst II</b>	
	analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.
<b>Education:</b>	Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus 3 years of relevant experience may be substituted for a Master's degree.

<b>Job Title: Research Analyst III</b>	
<b>Experience:</b>	Five years of professional experience which includes at least four years conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.
<b>Functional Responsibility:</b>	Six years of experience conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.
<b>Education:</b>	Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus four years of relevant experience may be substituted for a Master's degree.

<b>Job Title: Research Analyst IV</b>	
<b>Experience:</b>	Nine years of professional experience which includes at least six years conducting research, including literature reviews, meta-analyses, and program evaluations. Familiarity in using statistical analysis software to conduct data analysis tasks and search and retrieval applications to conduct database searching.
<b>Functional Responsibility:</b>	Conducts research and analysis of programs, projects, and activities, applying advanced research methods and techniques to problems of increasing difficulty. Utilizes the techniques of data collection, compilation, and analysis, and assists in collecting, compiling, and analyzing statistical data. Also provides support in preparing research reports and summarizing research findings for publication in journals, in newsletters, and on the Web.
<b>Education:</b>	Master's degree in statistics, mathematics, or a behavioral science. Bachelor's degree with concentration in statistics or research methods plus five years of relevant experience may be substituted for a Master's degree.

<b>Job Title: Statistician I</b>	
<b>Experience:</b>	Five years of professional experience which includes at least four years conducting advanced statistical analyses using SAS, SPSS, and other statistical analysis software products. Possesses working knowledge of statistical principles, methods, and techniques. Depending on the nature of the project, experience may be required in such areas as quantitative research synthesis, survey design and administration, database development, quality control reviews, and report generation, including the production of codebooks, data summary tables, and other analytical materials.
<b>Functional Responsibility:</b>	Conducts statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities. Accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, and charts and occasionally provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects. May perform specialized statistical analysis involving correlation and regression equations. May supervise clerical personnel engaged in carrying out statistical clerical procedures.
<b>Education:</b>	Master's degree in statistics, mathematics, or a behavioral science.

<b>Job Title: Statistician II</b>	
<b>Experience:</b>	Nine years of professional experience which includes at least six years of experience conducting advanced statistical analyses using SAS, SPSS, and other statistical analysis software products. Possesses working knowledge of statistical principles, methods, and techniques. Depending on the nature of the project, experience may be required in such areas as quantitative research synthesis, survey design and administration, database development, quality control reviews, and report generation, including the production of codebooks, data summary tables, and other analytical materials.
<b>Functional Responsibility:</b>	Conducts statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities. Accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, and charts and occasionally

<b>Job Title: Statistician II</b>	
	provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects. May perform specialized statistical analysis involving correlation and regression equations. May supervise clerical personnel engaged in carrying out statistical clerical procedures.
<b>Education:</b>	Master's degree in statistics, mathematics, or a behavioral science.

<b>Job Title: Subject Matter Specialist I</b>	
<b>Experience:</b>	Eight years of experience providing records management or litigation support services in specific subject matter areas of expertise.
<b>Functional Responsibility:</b>	Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.
<b>Education:</b>	Master's degree. A Bachelor's degree plus one year of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

<b>Job Title: Subject Matter Specialist II</b>	
<b>Experience:</b>	Ten years of experience providing records management or litigation support services in specific subject matter areas of expertise.
<b>Functional Responsibility:</b>	Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.
<b>Education:</b>	Master's degree. A Bachelor's degree plus three years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

<b>Job Title: Subject Matter Specialist III</b>	
<b>Experience:</b>	Twelve years of experience providing records management or litigation support services in specific subject matter areas of expertise.
<b>Functional Responsibility:</b>	Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

<b>Job Title: Subject Matter Specialist III</b>	
<b>Education:</b>	Master's degree. A Bachelor's degree plus four years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

<b>Job Title: Subject Matter Specialist IV</b>	
<b>Experience:</b>	Fourteen years of experience providing records management or litigation support services in specific subject matter areas of expertise.
<b>Functional Responsibility:</b>	Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.
<b>Education:</b>	Master's degree. A Bachelor's degree plus six years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

<b>Job Title: Subject Matter Specialist V</b>	
<b>Experience:</b>	Sixteen years of experience providing records management or litigation support services in specific subject matter areas of expertise. Qualified to serve in court as an expert witness.
<b>Functional Responsibility:</b>	Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.
<b>Education:</b>	Master's degree. A Bachelor's degree plus eight years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

<b>Job Title: Survey Coordinator I</b>	
<b>Experience:</b>	Three years of professional experience which includes at least two years of experience in survey and data collection activities.
<b>Functional Responsibility:</b>	Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results, and preparing summaries of findings.
<b>Education:</b>	Bachelor's degree. Four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.



<b>Job Title:</b>	<b>Survey Coordinator II</b>
<b>Experience:</b>	Five years of professional experience which includes at least 4 years of experience in survey and data collection activities.
<b>Functional Responsibility:</b>	Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results, and preparing summaries of findings.
<b>Education:</b>	Bachelor's degree. Five years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title:</b>	<b>Survey Technician</b>
<b>Experience:</b>	One year of experience in survey and data collection activities. Experience using spreadsheets and word processing applications required.
<b>Functional Responsibility:</b>	Assembles and processes survey responses received via telephone, mail, e-mail, and in-person interviews. Scans survey responses for errors, assigning numeric codes to open-ended questions, and entering data into receipt control system/database. Administers surveys to respondents by telephone.
<b>Education:</b>	Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title:</b>	<b>Systems Analyst I</b>
<b>Experience:</b>	Three years of experience in analysis, design, and implementation of medium to large data processing systems, including at least one year of experience in the general functional area addressed by an individual work order and one year of experience in the design, installation, modification, and maintenance of databases.
<b>Functional Responsibility:</b>	Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.
<b>Education:</b>	Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and two years of additional directly related work experience or an IT-related certificate Program and two years of additional directly related work experience may be substituted for the Bachelor's degree.

<b>Job Title: Systems Analyst II</b>	
<b>Experience:</b>	Five years of experience in analysis, design, and implementation of medium to large data processing systems, including two years of experience in the general functional area addressed by an individual work order and two years of experience in the design, installation, modification, and maintenance of databases.
<b>Functional Responsibility:</b>	Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.
<b>Education:</b>	Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and three years of additional directly related work experience may be substituted for the Bachelor's degree.

<b>Job Title: Systems Analyst III</b>	
<b>Experience:</b>	Seven years of experience in analysis, design, and implementation of medium to large data processing systems, including three years of experience in the general functional area addressed by an individual work order and three years of experience in the design, installation, modification, and maintenance of databases.
<b>Functional Responsibility:</b>	Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.
<b>Education:</b>	Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and five years of additional directly related work experience or an IT-related Certificate Program and five years of additional directly related work experience may be substituted for the Bachelor's degree.



<b>Job Title: Systems Analyst IV</b>	
<b>Experience:</b>	Twelve years of experience in analysis, design, and implementation of medium to large data processing systems, including six years of experience in the general functional area addressed by an individual work order and six years of experience in the design, installation, modification, and maintenance of databases.
<b>Functional Responsibility:</b>	Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.
<b>Education:</b>	Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and six years of additional directly related work experience or an IT-related Certificate Program and 6 years of additional directly related work experience may be substituted for the Bachelor's degree.

<b>Job Title: Systems Analyst V</b>	
<b>Experience:</b>	Fourteen years of experience in analysis, design, and implementation of medium to large data processing systems, including six years of experience in the general functional area addressed by an individual work order and six years of experience in the design, installation, modification, and maintenance of databases.
<b>Functional Responsibility:</b>	Supervises and participates in computer-based systems development and/or system maintenance projects. Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Performs system design activities, works out the details of data validation specifications, data capture mechanisms, and data conversion procedures. Tests software, including the preparation of sample data for testing. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations. Develops system life cycle documentation as required.
<b>Education:</b>	Bachelor's degree; computer science or information management degree preferred. An Associate's degree in a related field and six years of additional directly related work experience or an IT-related Certificate Program and 6 years of additional directly related work experience may be substituted for the Bachelor's degree.

<b>Job Title: Systems Engineer</b>	
<b>Experience:</b>	Three years of experience in designing, developing, integrating, and installing complex data processing systems, including full life cycle experience— from concept development through system maintenance. Experience should encompass systems involving the client's core information technologies, which may include large scale database management systems, large scale document processing systems, Internet-related technologies, or specialized processing, communications, or data conversion technology. One year of experience should include system development experience working in a LAN/WAN environment. Familiarity with the functional area the system will support is helpful. Broad knowledge of the Government's information technology environments and standards is required, and experience with specific hardware and software in the client's existing environment is very helpful. Requires excellent written and oral communication skills.
<b>Functional Responsibility:</b>	Designs, develops, integrates, and implements new system solutions to satisfy client information processing needs. Given a set of functional requirements, identifies and recommends appropriate technology, designs a system to meet the defined needs, develops any necessary interfaces or tools, integrates and installs the system, tests and troubleshoots, and provides user training. Specifies all hardware and software and sets up systems and procedures for ensuring system security and integrity, for performing scheduled back-ups, and for ensuring sound overall system management, including disaster recovery plans. Coordinates with the COTR, Government data processing staff, and internal management in the performance of all functions, reports on progress, and provides system level documentation.
<b>Education:</b>	Bachelor's degree. IT-related certification programs or other technical-related training plus two years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title: Task Supervisor</b>	
<b>Experience:</b>	Three years of professional experience which includes at least two years of experience supervising records management or litigation support tasks. Demonstrated ability to work independently in a team environment. Excellent writing and oral communication skills. Requires hands-on familiarity with data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applicants. Should be knowledgeable user of word processing, spreadsheet, imaging and telecommunications systems.

Job Title: Task Supervisor	
<b>Functional Responsibility:</b>	Serves as a first line supervisor for records management and/or litigation support tasks such as document acquisition, preparation and duplication, files set up and maintenance, trial-site courtroom or facility support assignments, screening/discovery efforts, etc. Supervises and directs paralegals, data analysts and other support staff to accomplish work.
<b>Education:</b>	Bachelor's degree. Two years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Job Title: Technical Analyst	
<b>Experience:</b>	Six years of experience supporting the development and implementation of systems operations on large, multi-task projects, including the ability to ensure continuous, high-quality performance of integrated systems and technologies.
<b>Functional Responsibility:</b>	Works with multiple technical teams to perform the following responsibilities: computer systems analysis, software analysis and design, Web development, data modeling, data collection and analysis, database development, and information dissemination. Plans, conducts, and coordinates major complex computer programming applications. Provides analytical support and technical advice during the conceptualization, development, and implementation phases. Prepares cost estimates and detailed schedules for systems projects.
<b>Education:</b>	Bachelor's degree in an information technology-related field. An Associate's degree in a related field and four years of additional directly related work experience or an IT-related Certificate Program and four years of additional directly related work experience may be substituted for the Bachelor's degree.

Job Title: Technical Consultant	
<b>Experience:</b>	Nine years of experience designing, implementing, and/or troubleshooting applications, making use of the specific software or technology for which consulting services are required. Must have experience in the analysis, design, and implementation of medium to large scale information systems. Depending on the specific assignment, prior experience may include one of the following: (a) five years of experience in data modeling, database design, and data administration; (b) five years of experience in networking, systems integration, and telecommunications; (c) five years of experience in the PC/workstation environment, or in a specific manufacturer's mainframe environment; or (d) five years of experience in systems analysis, design, implementation and maintenance in a specified operating system environment. In some cases, three years of

Job Title:	Technical Consultant
	experience in a specific technology, functional area, or software package may also be required. Supervisory experience of IT projects and personnel and previous experience on other Government contracts is desirable. Requires knowledge of industry standard documentation requirements, procedures, and structured analytic methods. Outstanding oral and written communications skills are also required.
<b>Functional Responsibility:</b>	Senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or technologies. Evaluates system requirements and makes recommendations for technical solutions; provides technical management support for a systems project throughout all phases of the life cycle; provides technical advice and guidance to the system's IT team; evaluates programs in terms of efficiency, effectiveness, quality and inter-operability with client systems; evaluates and develops systems software and hardware requirements together with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates cost for implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations, to a variety of audiences, including non-technical personnel.
<b>Education:</b>	Bachelor's degree. IT-related certification programs or other technical-related training plus two years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Job Title:	Technical Team Leader I
<b>Experience:</b>	One year of experience in records management or litigation support related work. Demonstrated ability to coordinate numerous complex and time-critical activities simultaneously.
<b>Functional Responsibility:</b>	Coordinates and supervises a specific task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained. Prepares work schedules. Supervises work performance of team members and provides training as needed. Assists with writing project plans and reports.
<b>Education:</b>	Bachelor's degree. Two years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title: Technical Team Leader II</b>	
<b>Experience:</b>	Two years of experience in records management or litigation support related work, including one year of progressively more responsible supervisory experience. Demonstrated ability to supervise numerous complex and time-critical activities simultaneously.
<b>Functional Responsibility:</b>	Coordinates and supervises a specific task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained. Prepares work schedules. Supervises work performance of team members and provides training as needed. Assists with writing project plans and reports.
<b>Education:</b>	Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

<b>Job Title: Technical Writer/Editor I</b>	
<b>Experience:</b>	Previous experience writing and editing publications, including technical documents such as reference manuals or user guides or other documents that contain technical language such as research reports or statistical summaries. Excellent writing skills are critical for this position, as is the ability to analyze, synthesize, and condense text that includes computer and systems terminology and is intended for use by non-technical audiences. Requires experience in using word processing and other office automation tools and hands-on familiarity with the client's information technology and/or publishing environment. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.
<b>Functional Responsibility:</b>	Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.
<b>Education:</b>	Bachelor's degree.



<b>Job Title: Technical Writer/Editor II</b>	
<b>Experience:</b>	Three years of experience writing and editing publications, including technical documents such as reference manuals or user guides or other documents that contain technical language such as research reports or statistical summaries. Excellent writing skills are critical for this position, as is the ability to analyze, synthesize, and condense text that includes computer and systems terminology and is intended for use by non-technical audiences. Requires experience in using word processing and other office automation tools and hands-on familiarity with the client's information technology and/or publishing environment. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.
<b>Functional Responsibility:</b>	Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.
<b>Education:</b>	Bachelor's degree.

<b>Job Title: Technical Writer/Editor III</b>	
<b>Experience:</b>	Five years of experience writing and editing publications, including technical documents such as reference manuals or user guides or other documents that contain technical language such as research reports or statistical summaries. Excellent writing skills are critical for this position, as is the ability to analyze, synthesize, and condense text that includes computer and systems terminology and is intended for use by non-technical audiences. Requires experience in using word processing and other office automation tools and hands-on familiarity with the client's information technology and/or publishing environment. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

<b>Job Title: Technical Writer/Editor III</b>	
<b>Functional Responsibility:</b>	Supports the development and production of a variety of documents for clients and their customers. Documents prepared for client use include user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Documents prepared for client customers include research reports, statistical summaries, and other types of publications that contain technical language. May also write and edit material for online access and dissemination via the Internet, which requires special attention toward minimizing the use of technical terminology for ease of understanding by the general public.
<b>Education:</b>	Bachelor's degree.

  

<b>Job Title: Trial Support I</b>	
<b>Experience:</b>	Previous trial experience strongly preferred. Demonstrated ability to work effectively with a trial team through the entire pretrial and trial cycle, identifying and scanning exhibits, scripting with the attorneys, setting up the courtroom, operating and troubleshooting the system in the courtroom. Must be thoroughly familiar with standard courtroom presentation packages such as Trial Director and Sanction. Must have excellent oral communication skills. Must be able to work effectively as a team member in an extremely pressured environment. Must be able to travel for long periods of time. Must be able to work long hours for an extended period of time. Familiarity with office automation environment helpful. Other automated litigation support experience valued.
<b>Functional Responsibility:</b>	Works with the trial team, including expert witnesses, to develop plans for trial or hearings using a courtroom presentation system. Prepares exhibit images for particular uses (e.g. zooming in on or highlighting a particular paragraph, or setting up two exhibits side by side on the screen). Develops simple graphic images/exhibits using standard off-the-shelf software packages. Advises attorneys on the effectiveness of certain exhibits or sequences of exhibits. Is responsible for the smooth operation of the presentation system in the courtroom. Digitizes audio and video clips. Synchronizes clips with written transcripts. The Trial Support I needs to be a "jack-of-all-trades" capable of performing all trial and courtroom support functions, including equipment set up and troubleshooting, scripting, advising on graphics presentations, and courtroom operation of equipment.
<b>Education:</b>	High school diploma or GED certificate required.



<b>Job Title: Trial Support II</b>	
<b>Experience:</b>	Trial experience required. Demonstrated ability to develop and execute plans for setting up “paperless trial” courtrooms. Requires outstanding oral communications skills; for example, may be required to meet with the trial team, court reporters, opposing counsel, or the judge to discuss courtroom requirements, to explain clearly the capabilities and limitations of various equipment and distribution options, and to make a compelling case for the optimum solution. Needs to be able to anticipate in-courtroom problems with hardware and software so as to minimize their impact. Must be thoroughly familiar with standard courtroom presentation software packages, such as Trial Director and Sanction. Must be thoroughly familiar with the state of the art in courtroom presentation hardware, distribution systems, techniques, and procedures.
<b>Functional Responsibility:</b>	Consults with the trial team, court and courthouse staff, court reporters, and opposing counsel to develop plans for equipping a courtroom for a “paperless trial.” Recommends appropriate equipment, software, etc., taking into account courtroom layout and lighting, whatever equipment may already be available, requirements for cost sharing between the parties, requirements for portability, trial schedule, the preferences of the judge, etc. Obtains, installs, integrates, tests, and maintains equipment, cabling, and software, particularly for complex installations. This labor category will be required only occasionally; it will not be required for most trials.
<b>Education:</b>	High school diploma or GED certificate required.

<b>Job Title: Trial Support III</b>	
<b>Experience:</b>	Three years of experience in the trial support environment is required, as is familiarity with standard courtroom presentation packages such as Trial Director and Sanction. Demonstrated ability to recommend and produce high-quality graphics and other presentation media, using computer tools and other professional graphics and multi-media development tools. Must be fully trained in the tools used. Demonstrated ability to evaluate the effectiveness of graphic and multi-media presentations, and to make constructive suggestions for improving. Must be able to understand the attorneys’ needs and arguments to be supported by the graphic materials, and be able to translate that understanding into effective media presentations. Must have outstanding oral communications skills for discussing case and exhibits with the trial team, including expert witnesses.
<b>Functional Responsibility:</b>	Senior level individual, with substantial, very specialized expertise, who can provide innovative, case-specific solutions. Consults with the trial team, including attorneys, paralegals, expert witnesses, and the Case Manager, to conceptualize and develop strategies, appropriate graphics and other media for presenting evidence at trial or at

<b>Job Title:</b>	<b>Trial Support III</b>
	hearings, including oversize charts for display in the courtroom, computer-generated graphics for projection or display on computer monitors, animations, simulations, multi-media slide shows, audio and video clips, etc. Recommends effective presentation formats, color schemes, scripting, and sequencing. Oversees and coordinates production of highly technical and complex items such as computer simulations and animations which may require a production studio. This labor category will only be required very rarely; it will not be required for most trials.
<b>Education:</b>	High school diploma or GED certificate required.

  

<b>Job Title:</b>	<b>Writer/Editor II</b>
<b>Experience:</b>	Four years of experience writing and editing publications. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes survey terminology and is intended for use by non-technical lay audiences. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.
<b>Functional Responsibility:</b>	Four years of experience writing and editing publications. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes survey terminology and is intended for use by non-technical lay audiences. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.
<b>Education:</b>	Bachelor's degree.

## Labor Category Rates \* denotes not offered

RFP Labor Category	SIN 409	SIN 501	SIN 503	SIN 504	SIN 506	SIN 508	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
							Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site
Administrative Support I		x	x	x	x	x	\$71.51	\$93.49	\$73.67	\$96.30	\$75.87	\$98.49	\$78.00	\$100.63	\$80.17	\$102.80
Administrative Support II		x	x	x	x	x	\$85.08	\$107.06	\$87.66	\$110.28	\$90.26	\$112.89	\$92.81	\$115.43	\$95.38	\$118.01
Administrative Support III		x	x	x	x	x	\$98.65	\$120.63	\$101.64	\$124.26	\$104.66	\$127.28	\$107.61	\$130.23	\$110.60	\$133.22
Archivist				x	x		\$120.69	\$142.67	\$124.34	\$146.96	\$128.04	\$150.66	\$131.64	\$154.27	\$135.30	\$157.93
Data Collection Specialist	x	x		x	x	x	\$94.86	\$116.83	\$97.72	\$120.35	\$100.63	\$123.25	\$103.46	\$126.09	\$106.34	\$128.96
Data Entry Technician I				x	x	x	\$43.32	\$65.29	\$44.62	\$67.25	\$45.95	\$68.58	\$47.25	\$69.87	\$48.56	\$71.18
Data Entry Technician II				x	x	x	\$57.16	\$79.13	\$58.88	\$81.51	\$60.64	\$83.26	\$62.34	\$84.97	\$64.08	\$86.70
Data Entry Technician III				x	x	x	\$68.12	\$90.10	\$70.18	\$92.80	\$72.27	\$94.89	\$74.30	\$96.93	\$76.37	\$98.99
Data Entry Technician IV				x	x	x	\$78.95	\$100.93	\$81.34	\$103.96	\$83.76	\$106.38	\$86.12	\$108.74	\$88.51	\$111.13
Database Administrator	x		x	x	x	x	\$131.00	\$155.40	\$134.95	\$160.09	\$138.97	\$164.11	\$142.88	\$168.02	\$146.85	\$171.99
Digital Forensics Specialist I	x			x	x	x	\$117.90	\$139.87	\$121.46	\$144.08	\$125.07	\$147.70	\$128.60	\$151.22	\$132.17	\$154.79
Digital Forensics Specialist II	x			x	x	x	\$150.00	\$171.98	\$154.54	\$177.16	\$159.13	\$181.76	\$163.62	\$186.24	\$168.16	\$190.79
Digital Forensics Specialist III	x			x	x	x	\$185.86	\$207.83	\$191.47	\$214.10	\$197.17	\$219.79	\$202.72	\$225.35	\$208.36	\$230.98
Digital Forensics Specialist IV	x			x	x	x	\$223.15	\$245.12	\$229.89	\$252.51	\$236.73	\$259.35	\$243.40	\$266.02	\$250.16	\$272.79
Document Management Analyst I	x		x	x	x	x	\$78.95	\$100.93	\$81.34	\$103.96	\$83.76	\$106.38	\$86.12	\$108.74	\$88.51	\$111.13
Document Management Analyst II	x		x	x	x	x	\$94.86	\$116.83	\$97.72	\$120.35	\$100.63	\$123.25	\$103.46	\$126.09	\$106.34	\$128.96
Document Management Analyst III	x		x	x	x	x	\$120.69	\$142.67	\$124.34	\$146.96	\$128.04	\$150.66	\$131.64	\$154.27	\$135.30	\$157.93
Document Management Technician I/Stock Clerk	x		x	x	x	x	\$71.51	\$93.49	\$73.67	\$96.30	\$75.87	\$98.49	\$78.00	\$100.63	\$80.17	\$102.80
Document Management Technician II/Shipping Packer	x		x	x	x	x	\$85.08	\$107.06	\$87.66	\$110.28	\$90.26	\$112.89	\$92.81	\$115.43	\$95.38	\$118.01
Document Processing Technician I	x			x	x	x	\$48.66	\$70.64	\$50.13	\$72.76	\$51.62	\$74.25	\$53.08	\$75.70	\$54.55	\$77.18
Document Processing Technician II	x			x	x	x	\$64.32	\$86.30	\$66.27	\$88.89	\$68.24	\$90.86	\$70.16	\$92.78	\$72.11	\$94.73
Document Processing Technician III	x			x	x	x	\$76.59	\$98.57	\$78.90	\$101.53	\$81.25	\$103.88	\$83.54	\$106.16	\$85.86	\$108.49
Document Processing Technician IV	x			x	x	x	\$88.86	\$110.83	\$91.54	\$114.17	\$94.27	\$116.89	\$96.92	\$119.54	\$99.61	\$122.24
eDiscovery Application Analyst I	x			x	x	x	\$87.28	\$109.26	\$89.92	\$112.54	\$92.60	\$115.22	\$95.20	\$117.83	\$97.85	\$120.47
eDiscovery Application Analyst II	x			x	x	x	\$104.79	\$126.76	\$107.95	\$130.58	\$111.17	\$133.79	\$114.30	\$136.92	\$117.47	\$140.10
eDiscovery Application Analyst III	x			x	x	x	\$133.34	\$155.32	\$137.37	\$159.99	\$141.46	\$164.08	\$145.44	\$168.06	\$149.48	\$172.11
eDiscovery Application Analyst IV	x			x	x	x	\$165.20	\$187.18	\$170.19	\$192.82	\$175.26	\$197.88	\$180.19	\$202.82	\$185.20	\$207.83

RFP Labor Category	SIN 409	SIN 501	SIN 503	SIN 504	SIN 506	SIN 508	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
							Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site
eDiscovery Coordinator I	x			x	x	x	\$87.28	\$109.26	\$89.92	\$112.54	\$92.60	\$115.22	\$95.20	\$117.83	\$97.85	\$120.47
eDiscovery Coordinator II	x			x	x	x	\$104.79	\$126.76	\$107.95	\$130.58	\$111.17	\$133.79	\$114.30	\$136.92	\$117.47	\$140.10
eDiscovery Coordinator III	x			x	x	x	\$133.34	\$155.32	\$137.37	\$159.99	\$141.46	\$164.08	\$145.44	\$168.06	\$149.48	\$172.11
eDiscovery Coordinator IV	x			x	x	x	\$165.20	\$187.18	\$170.19	\$192.82	\$175.26	\$197.88	\$180.19	\$202.82	\$185.20	\$207.83
ESI Processing Specialist I	x			x	x	x	\$87.28	\$109.26	\$89.92	\$112.54	\$92.60	\$115.22	\$95.20	\$117.83	\$97.85	\$120.47
ESI Processing Specialist II	x			x	x	x	\$104.79	\$126.76	\$107.95	\$130.58	\$111.17	\$133.79	\$114.30	\$136.92	\$117.47	\$140.10
ESI Processing Specialist III	x			x	x	x	\$133.34	\$155.32	\$137.37	\$159.99	\$141.46	\$164.08	\$145.44	\$168.06	\$149.48	\$172.11
ESI Processing Specialist IV	x			x	x	x	\$165.20	\$187.18	\$170.19	\$192.82	\$175.26	\$197.88	\$180.19	\$202.82	\$185.20	\$207.83
General Clerk I	x		x	x	x	x	\$43.32	\$65.29	\$44.62	\$67.25	\$45.95	\$68.58	\$47.25	\$69.87	\$48.56	\$71.18
General Clerk II	x		x	x	x	x	\$57.16	\$79.13	\$58.88	\$81.51	\$60.64	\$83.26	\$62.34	\$84.97	\$64.08	\$86.70
General Clerk III	x		x	x	x	x	\$68.12	\$90.10	\$70.18	\$92.80	\$72.27	\$94.89	\$74.30	\$96.93	\$76.37	\$98.99
Information Specialist I	x	x	x	x	x	x	\$94.86	\$116.83	\$97.72	\$120.35	\$100.63	\$123.25	\$103.46	\$126.09	\$106.34	\$128.96
Information Specialist II	x	x	x	x	x	x	\$120.69	\$142.67	\$124.34	\$146.96	\$128.04	\$150.66	\$131.64	\$154.27	\$135.30	\$157.93
Information Specialist III	x	x	x	x	x	x	\$149.41	\$171.38	\$153.92	\$176.55	\$158.50	\$181.13	\$162.96	\$185.59	\$167.49	\$190.12
IS/DP Manager	x			x	x	x	\$149.41	\$171.38	\$153.92	\$176.55	\$158.50	\$181.13	\$162.96	\$185.59	\$167.49	\$190.12
Librarian I				x			\$104.79	\$126.76	\$107.95	\$130.58	\$111.17	\$133.79	\$114.30	\$136.92	\$117.47	\$140.10
Librarian II				x			\$133.34	\$155.32	\$137.37	\$159.99	\$141.46	\$164.08	\$145.44	\$168.06	\$149.48	\$172.11
Librarian III				x			\$165.20	\$187.18	\$170.19	\$192.82	\$175.26	\$197.88	\$180.19	\$202.82	\$185.20	\$207.83
Library Technician				x			\$87.28	\$109.26	\$89.92	\$112.54	\$92.60	\$115.22	\$95.20	\$117.83	\$97.85	\$120.47
Management Analyst I	x	x	x	x		x	\$95.43	\$117.40	\$98.31	\$120.93	\$101.23	\$123.86	\$104.08	\$126.71	\$106.98	\$129.60
Management Analyst II	x	x	x	x		x	\$121.40	\$143.37	\$125.07	\$147.69	\$128.79	\$151.41	\$132.41	\$155.04	\$136.09	\$158.72
Network Administrator I	x		x	x	x	x	\$94.86	\$116.83	\$97.72	\$120.35	\$100.63	\$123.25	\$103.46	\$126.09	\$106.34	\$128.96
Network Administrator II	x		x	x	x	x	\$120.69	\$142.67	\$124.34	\$146.96	\$128.04	\$150.66	\$131.64	\$154.27	\$135.30	\$157.93
Network Administrator III	x		x	x	x	x	\$149.41	\$171.38	\$153.92	\$176.55	\$158.50	\$181.13	\$162.96	\$185.59	\$167.49	\$190.12

RFP Labor Category	SIN 409	SIN 501	SIN 503	SIN 504	SIN 506	SIN 508	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
							Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site
Paralegal/Legal Assistant I				X		X	\$63.83	\$85.81	\$65.76	\$88.39	\$67.72	\$90.34	\$69.63	\$92.25	\$71.56	\$94.19
Paralegal II				X		X	\$99.31	\$121.28	\$102.31	\$124.93	\$105.35	\$127.97	\$108.32	\$130.94	\$111.33	\$133.95
Paralegal III				X		X	\$124.60	\$146.58	\$128.36	\$150.99	\$132.18	\$154.81	\$135.91	\$158.53	\$139.68	\$162.31
Paralegal IV				X		X	\$137.52	\$159.50	\$141.67	\$164.30	\$145.89	\$168.51	\$150.00	\$172.62	\$154.17	\$176.79
Production Manager				X	X	X	\$157.36	\$179.33	\$162.11	\$184.74	\$166.94	\$189.56	\$171.64	\$194.26	\$176.41	\$199.03
Production Supervisor				X	X	X	\$126.96	\$148.94	\$130.80	\$153.42	\$134.69	\$157.31	\$138.48	\$161.11	\$142.33	\$164.96
Programmer I	X		X	X	X	X	\$78.95	\$100.93	\$81.34	\$103.96	\$83.76	\$106.38	\$86.12	\$108.74	\$88.51	\$111.13
Programmer II	X		X	X	X	X	\$94.86	\$116.83	\$97.72	\$120.35	\$100.63	\$123.25	\$103.46	\$126.09	\$106.34	\$128.96
Programmer III	X		X	X	X	X	\$120.69	\$142.67	\$124.34	\$146.96	\$128.04	\$150.66	\$131.64	\$154.27	\$135.30	\$157.93
Programmer IV	X		X	X	X	X	\$149.41	\$171.38	\$153.92	\$176.55	\$158.50	\$181.13	\$162.96	\$185.59	\$167.49	\$190.12
Project Director	X	X	X	X	X	X	\$207.73	\$229.71	\$214.01	\$236.63	\$220.37	\$243.00	\$226.58	\$249.21	\$232.88	\$255.50
Project Executive	X	X	X	X	X	X	\$242.58	\$264.56	\$249.91	\$272.53	\$257.34	\$279.97	\$264.59	\$287.22	\$271.95	\$294.57
Project Manager I	X	X	X	X	X	X	\$83.13	\$105.11	\$85.64	\$108.27	\$88.19	\$110.81	\$90.67	\$113.30	\$93.19	\$115.82
Project Manager II	X	X	X	X	X	X	\$99.82	\$121.80	\$102.84	\$125.46	\$105.90	\$128.52	\$108.88	\$131.50	\$111.91	\$134.53
Project Manager III	X	X	X	X	X	X	\$126.96	\$148.94	\$130.80	\$153.42	\$134.69	\$157.31	\$138.48	\$161.11	\$142.33	\$164.96
Project Manager IV	X	X	X	X	X	X	\$157.36	\$179.33	\$162.11	\$184.74	\$166.94	\$189.56	\$171.64	\$194.26	\$176.41	\$199.03
Project Supervisor	X	X	X	X	X	X	\$99.82	\$121.80	\$102.84	\$125.46	\$105.90	\$128.52	\$108.88	\$131.50	\$111.91	\$134.53
Records Analyst I	X		X	X	X	X	\$78.95	\$100.93	\$81.34	\$103.96	\$83.76	\$106.38	\$86.12	\$108.74	\$88.51	\$111.13
Records Analyst II	X		X	X	X	X	\$94.86	\$116.83	\$97.72	\$120.35	\$100.63	\$123.25	\$103.46	\$126.09	\$106.34	\$128.96
Records Analyst III	X		X	X	X	X	\$120.69	\$142.67	\$124.34	\$146.96	\$128.04	\$150.66	\$131.64	\$154.27	\$135.30	\$157.93
Records Analyst IV	X		X	X	X	X	\$149.41	\$171.38	\$153.92	\$176.55	\$158.50	\$181.13	\$162.96	\$185.59	\$167.49	\$190.12
Records Specialist	X		X	X	X	X	\$99.82	\$121.80	\$102.84	\$125.46	\$105.90	\$128.52	\$108.88	\$131.50	\$111.91	\$134.53
Research Analyst I	X		X	X		X	\$91.33	\$113.30	\$94.09	\$116.71	\$96.89	\$119.51	\$99.61	\$122.24	\$102.38	\$125.01
Research Analyst II	X		X	X		X	\$109.86	\$131.84	\$113.18	\$135.81	\$116.55	\$139.17	\$119.83	\$142.46	\$123.16	\$145.79
Research Analyst III	X		X	X		X	\$139.75	\$161.72	\$143.97	\$166.59	\$148.25	\$170.87	\$152.43	\$175.05	\$156.66	\$179.29
Research Analyst IV	X		X	X		X	\$173.02	\$194.99	\$178.25	\$200.87	\$183.55	\$206.17	\$188.72	\$211.34	\$193.96	\$216.59





RFP Labor Category	SIN 409	SIN 501	SIN 503	SIN 504	SIN 506	SIN 508	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
							Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site	Gov ON-Site	LM Off-Site
Statistician I		X	X	X		X	\$152.39	\$174.37	\$157.00	\$179.62	\$161.67	\$184.29	\$166.22	\$188.85	\$170.84	\$193.47
Statistician II		X	X	X		X	\$188.81	\$210.79	\$194.52	\$217.14	\$200.31	\$222.93	\$205.95	\$228.57	\$211.67	\$234.30
Subject Matter Specialist I	X	X	X	X	X	X	\$138.75	\$163.16	\$142.94	\$168.08	\$147.19	\$172.33	\$151.34	\$176.48	\$155.54	\$180.68
Subject Matter Specialist II	X	X	X	X	X	X	\$176.44	\$200.86	\$181.77	\$206.91	\$187.18	\$212.32	\$192.45	\$217.59	\$197.80	\$222.94
Subject Matter Specialist III	X	X	X	X	X	X	\$218.48	\$242.90	\$225.08	\$250.22	\$231.78	\$256.91	\$238.30	\$263.44	\$244.93	\$270.07
Subject Matter Specialist IV	X	X	X	X	X	X	\$262.27	\$286.68	\$270.19	\$295.33	\$278.23	\$303.37	\$286.06	\$311.20	\$294.01	\$319.15
Subject Matter Specialist V	X	X	X	X	X	X	\$306.35	\$330.77	\$315.61	\$340.75	\$325.00	\$350.14	\$334.15	\$359.29	\$343.44	\$368.58
Survey Coordinator I		X	X	X			\$94.86	\$116.83	\$97.72	\$120.35	\$100.63	\$123.25	\$103.46	\$126.09	\$106.34	\$128.96
Survey Coordinator II		X	X	X			\$120.69	\$142.67	\$124.34	\$146.96	\$128.04	\$150.66	\$131.64	\$154.27	\$135.30	\$157.93
Survey Technician		X	X	X			\$78.95	\$100.93	\$81.34	\$103.96	\$83.76	\$106.38	\$86.12	\$108.74	\$88.51	\$111.13
Systems Analyst I	X	X	X	X	X	X	\$87.28	\$109.26	\$89.92	\$112.54	\$92.60	\$115.22	\$95.20	\$117.83	\$97.85	\$120.47
Systems Analyst II	X	X	X	X	X	X	\$104.79	\$126.76	\$107.95	\$130.58	\$111.17	\$133.79	\$114.30	\$136.92	\$117.47	\$140.10
Systems Analyst III	X	X	X	X	X	X	\$133.34	\$155.32	\$137.37	\$159.99	\$141.46	\$164.08	\$145.44	\$168.06	\$149.48	\$172.11
Systems Analyst IV	X	X	X	X	X	X	\$165.20	\$187.18	\$170.19	\$192.82	\$175.26	\$197.88	\$180.19	\$202.82	\$185.20	\$207.83
Systems Analyst V	X	X	X	X	X	X	\$198.34	\$220.32	\$204.33	\$226.96	\$210.41	\$233.04	\$216.34	\$238.96	\$222.35	\$244.98
Systems Engineer	X	X	X	X	X	X	\$123.60	\$131.84	\$127.33	\$149.96	\$131.12	\$153.74	\$134.81	\$157.44	\$138.56	\$161.18
Task Supervisor	X	X	X	X	X	X	\$99.82	\$121.80	\$102.84	\$125.46	\$105.90	\$128.52	\$108.88	\$131.50	\$111.91	\$134.53
Technical Analyst	X	X	X	X	X	X	\$165.20	\$187.18	\$170.19	\$192.82	\$175.26	\$197.88	\$180.19	\$202.82	\$185.20	\$207.83
Technical Consultant	X	X	X	X	X	X	\$206.56	\$228.54	\$212.80	\$235.43	\$219.14	\$241.76	\$225.31	\$247.93	\$231.57	\$254.19
Technical Team Leader I	X	X	X	X	X	X	\$99.82	\$121.80	\$102.84	\$125.46	\$105.90	\$128.52	\$108.88	\$131.50	\$111.91	\$134.53
Technical Team Leader II	X	X	X	X	X	X	\$126.96	\$148.94	\$130.80	\$153.42	\$134.69	\$157.31	\$138.48	\$161.11	\$142.33	\$164.96
Technical Writer/Editor I	X	X	X	X	X	X	\$74.77	\$96.75	\$77.03	\$99.65	\$79.32	\$101.95	\$81.56	\$104.18	\$83.82	\$106.45
Technical Writer/Editor II	X	X	X	X	X	X	\$89.92	\$111.89	\$92.63	\$115.26	\$95.39	\$118.01	\$98.07	\$120.70	\$100.80	\$123.43
Technical Writer/Editor III	X	X	X	X	X	X	\$114.31	\$136.29	\$117.77	\$140.39	\$121.27	\$143.90	\$124.69	\$147.31	\$128.15	\$150.78
Trial Support I					X	X	\$117.90	\$139.87	\$121.46	\$144.08	\$125.07	\$147.70	\$128.60	\$151.22	\$132.17	\$154.79
Trial Support II					X	X	\$150.00	\$171.98	\$154.54	\$177.16	\$159.13	\$181.76	\$163.62	\$186.24	\$168.16	\$190.79
Trial Support III					X	X	\$185.86	\$207.83	\$191.47	\$214.10	\$197.17	\$219.79	\$202.72	\$225.35	\$208.36	\$230.98
Writer/Editor II	X	X	X	X	X	X	\$89.92	\$111.89	\$92.63	\$115.26	\$95.39	\$118.01	\$98.07	\$120.70	\$100.80	\$123.43

## Wage Determination – Service Contract Act (SCA) (if applicable)

GS-25F-0017L SCA Matrix Refresh 42		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Data Entry Technician I	01051 - Data Entry Operator I	2015-5637
Data Entry Technician II	01052 - Data Entry Operator II	2015-5637
Document Processing Technician I	01070 - Document Preparation Clerk	2015-5637
General Clerk I	01111 - General Clerk I	2015-5637
General Clerk II	01112 - General Clerk II	2015-5637
General Clerk III	01113 - General Clerk III	2015-5637
Administrative Support I	01311 - Secretary I	2015-5637
Administrative Support II	01312 - Secretary II	2015-5637
Administrative Support III	01313 - Secretary III	2015-5637
Document Processing Technician II	01611 - Word Processor I	2015-5637
Data Entry Technician III	01612 - Word Processor II	2015-5637
Document Processing Technician III	01612 - Word Processor II	2015-5637
Data Entry Technician IV	01613 - Word Processor III	2015-5637
Document Processing Technician IV	01613 - Word Processor III	2015-5637
Document Management Technician II/Shipping Packer	21110 - Shipping Packer	2015-5637
Document Management Technician I/Stock Clerk	21150 - Stock Clerk	2015-5637
Paralegal I	30361 - Paralegal/Legal Assistant I	2015-5637
Paralegal II	30362 - Paralegal/Legal Assistant II	2015-5637
Paralegal III	30363 - Paralegal/Legal Assistant III	2015-5637
Paralegal IV	30364 - Paralegal/Legal Assistant IV	2015-5637

\*\*The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## Unit Rates

Item	Description	Unit of Issue	SIN 409	SIN 501	SIN 503	SIN 504	SIN 506	SIN 508	Year 1 PROPOSED UNIT RATED	Year 2 PROPOSED UNIT RATED	Year 3 PROPOSED UNIT RATED	Year 4 PROPOSED UNIT RATED	Year 5 PROPOSED UNIT RATED
1	Scan to Digital Image	Image				X	X	X	\$0.48	\$0.48	\$0.48	\$0.48	\$0.48
2	Scan to Digital Image - Color Surcharge	Image				X	X	X	\$1.43	\$1.43	\$1.43	\$1.43	\$1.43
3	OCR Processing	Image	X			X	X	X	\$0.06	\$0.06	\$0.06	\$0.06	\$0.06
4	Blowback from Digital Image - Whole Media	Page				X	X	X	\$0.11	\$0.11	\$0.11	\$0.11	\$0.11
5	Blowback from Digital Image - Selected Images	Page				X	X	X	\$0.11	\$0.11	\$0.11	\$0.11	\$0.11
6	Blowback from Digital Image - Color Surcharge - Whole Media	Page				X	X	X	\$1.43	\$1.43	\$1.43	\$1.43	\$1.43
7	Blowback from Digital Image - Color Surcharge - Selected Images	Page				X	X	X	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96
8	Photocopy	Copy				X	X	X	\$0.48	\$0.48	\$0.48	\$0.48	\$0.48
9	Photocopy - Color Surcharge	Copy				X	X	X	\$1.43	\$1.43	\$1.43	\$1.43	\$1.43
10	EFP - Intake and Process to Load Files	GB				X	X	X	\$119.56	\$123.16	\$126.37	\$129.51	\$132.69
11	EFP - Image Creation	Image				X	X	X	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05
12	Managed Web Hosting	GB/month				X	X	X	\$35.87	\$36.95	\$37.91	\$38.85	\$39.81

## Definitions

#	Description	Description
1	Scan to Digital Image	Imaging of hard copy documents. Image format for images produced will be predominantly TIFF Group IV images, black and white, single page per image file, 300 dpi. Output can also be to PDF or multi-page TIFF.
2	Scan to Digital Image –	Surcharge for color images.
3	OCR Surcharge	Processing of digital document images to produce computer-readable ASCII data via an optical character recognition (OCR) scanning process.
4	Blowback from Digital Image – Whole Media	Production of hard copies (blowback) of entire digital media (whole CDs or hard drives, for example).
5	Blowback from Digital Image - Selected Images	Production of hard copies (blowback) of selected images, or image ranges, sometimes widely scattered on the media.
6	Blowback from Digital Image - Color Surcharge - Whole Media	Color hard copy from color images when an entire container or piece of media - CD, hard drive, etc. - needs to be blown back in color.
7	Blowback from Digital Image - Color Surcharge - Selected	Color hard copy from color images when only selected pages in a job need to be blown back in color.
8	Photocopy	Photocopying of documents to a black and white output.
9	Photocopy - Color	Surcharge for color copies.
10	EFP - Intake and Process to Load Files	Processing of electronic files. The billing unit for this item is by the decompressed input gigabyte.
11	EFP – Image Creation	Creation of output images in TIFF or PDF format.
12	Managed Web Hosting	Provision of a managed solution to host Sensitive but Unclassified (SBU) image and text databases, and to make them accessible via the Internet.

## SIN Descriptions

SIN	SIN TITLE	Description	NAICS Code	DESCRIPTION
51-501	Needs Assessment and Analysis Services	<p>Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and, funding obligations which will provide agency's recommendation(s) on how to meet or exceed organization's overall performance by providing total office solutions. Needs Assessment and Analysis Services provide for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services.</p> <p>Needs Assessment - The purpose of the needs assessment is to determine the optimal print solution for a particular organization within an agency, based on the existing workflow and output environment.</p> <p>Needs assessments may include data collection from the existing devices, as well as end users. Device data can be collected manually, and/or through data collection tools such as enterprise software deployment and/or USB discovery devices. The data collected in this process will show the amount of output produced for any given organization. Identification of these needs will assist in pricing and establishing best value criteria for the implementation phase, and analyze the footprint of the defined fleet to determine optimal placement of equipment.</p> <p>Fleet Assessment - Fleet assessments shall include the collection of device information and performance data on the defined fleet through manual assessments and/or software deployment. Assessments shall also include surveys and floor plans of all devices. This phase should identify the equipment (and related MIB data) that may or may not be covered by available MPS software suites. Fleet assessments should identify potential software compatibility issues with non-native software deployments, and individual and total energy consumption of the existing fleet.</p>	541519	Other Computer Related Services
51-503	Education and Training Support Services	Education and training support services provide the customer with a comprehensive knowledge (e.g., operational capabilities, user-training, maintenance training, repair techniques) of products offered herein (e.g., color copiers, computer-enhanced copiers, special-application copiers, multi-functional digital copiers, duplicators, high-speed printers, scanners, digital cameras, software applications, photographic laboratories, shredding machines, mail-mobile delivery systems, media storage, network and optical systems), procedures, processes, and applications. Services may include (e.g., destruction, document conversion, records management and photographic) Training may be offered in various forms: onsite/offsite, CD ROM based training, interactive on-line training.	541618	Other Management Consulting Services Administrative
51-504	Records Management Services	Records Management Services include on-site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing.	541618	Other Management Consulting Services Administrative
51-506	Document Conversion Services	The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/ storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. This SIN includes transcription and medical transcription services; it excludes transcriptions for Title III Monitoring, which are available under Schedule 738 II, SIN 382.1.	561410	Document Preparation Services
51-508	Litigation Support Services	<p>Litigation Support Services encompasses a wide range of services that aid attorneys and other professional and non-professional staff members in the tasks of obtaining, organizing, analyzing and presenting evidence or materials for legal matters not limited to: Freedom of Information Act (FOIA) requests, trials, judgments, lawsuits, Congressional subpoenas, or settlements. Through the use of an Electronic Discovery Reference Model (EDRM), information management systems, reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location. Services include but are not limited to document acquisition, document preparation and organization, photocopying, scanning and Optical Character Recognition (OCR), coding, database creation and development, electronic data acquisition and production, data extraction from forensic images, document analysis, software and systems support, and technical support and project management.</p> <p>NOTE: Services which involve actual litigation activities including entries of appearance(s) on behalf of government entities unsupervised by government counsel are not included and will not be procured under this SIN.</p>	541199	All Other Legal Services